CHIEF'S PREFACE

The RTD Transit Police Department Policy Manual is a working document that provides guidelines to all the members of the Police Department. This documentation offers guidance to assist in decision making for professional and ethical conduct. The information provided is meant to conform to ever-changing legal and community standards. This manual does not replace the moral, legal, and ethical responsibilities of employees in doing what is in the best interests of the RTD Community and the Department.

As a whole, the men and women of the RTD Transit Police Department have been given the trust of our patrons, operators and employees as well as the responsibility to uphold and enforce the law. This policy manual assists us in providing service in a fair and consistent manner. It is important that this manual maintains the most current and relevant material. It is the responsibility of all Police Department employees to be familiar with the manual and any updates.

The RTD Transit Police Department is one of the most professional and progressive transit police agencies in the Nation. The Department Policy Manual is one of many tools we use a cornerstone as we Strive for Excellence through Integrity, Honor and Respect

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

VISION, MISSION, CORE VALUES & GUIDING PRINCIPLES

At the Regional Transportation District (RTD), we are stewards of our riders, our communities and our environment. We are dedicated to serve the public and meet the transit needs for our riders and communities. We do this by building new infrastructure, providing new, clean and safe vehicles, listening to our communities concerns and suggestions, and striving to provide our riders the best transit experiences for rail and bus transportation.

I. PURPOSE

1. The Regional Transportation District Police Department (RTD-PD) to maintain peace and order in the community, in/around our facilities, and to protect our customers. As guardians, RTD shall provide continuous patrol services, response to citizens' calls for assistance, some investigation of criminal offenses, apprehension of offenders, enforcement of all municipal ordinances, state and federal laws, in a fair and impartial manner.

1. The RTD-PD is also a dynamic, progressive, and professional organization dedicated to initiating, developing, and maintaining community partnerships that promote a high quality of life for all who comprise the diverse population RTD serves. Every member of the department shares an expectation of treating all people with dignity, fairness, and respect, protecting their rights, and providing equal protection under the law without bias, as a law enforcement agency in the State of Colorado.

II. VISION

A. The RTD-Police Department, a law enforcement agency committed to excellence, will become a national benchmark in the professional delivery of transit law enforcement related services; we strive for high performance, equally high customer satisfaction, and accept and integrate evidence based, innovative ideas, and diversity, equity, and inclusion, in all our activities to remain dynamic, flexible and strong leadership at all levels of the organization based on the following three principles:

1. Integrity - As police professional's integrity and honesty are paramount to our profession and it is expected of all RTD Transit Police Division members. Integrity produces an atmosphere of credibility and honesty produces an environment of trust. Integrity is our standard; it is the cornerstone of our profession.

1. Honor - As police professionals we will lead honorable lives both on and off-duty. This honor will be the source of our leadership and pride. We will always be honest and truthful. We will enforce the laws equally and without bias. We will hold ourselves and other members to the highest ethical standards.

1. Respect - As police professionals we recognize that our members are our most important resource and this Division proactively supports their goals, as well as empowering them to fulfill their responsibilities with training, knowledge, authority, and appropriate discretion so they can develop to their full potential. We consider all people worthy of high degree and we believe in treating all people with respect and dignity.

III. MISSION

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

A. The RTD Transit Police Department is committed to providing safe, secure, and equitable transit experiences for all riders. As a trusted and forward-thinking agency, we uphold the highest standards of professionalism, innovation, accountability, transparency and service excellence. Through strong community partnerships and a focus on inclusion, we work to build connected, vibrant communities where every person feels respected, protected, and empowered.

IV. CORE VALUES

A. Our Core Values are:

1. Service above self,
1. Uncompromising integrity,
1. Professionalism on/off the job, and
1. Vigilance in safeguarding our stakeholders.

V. GUIDING PRINCIPLES

A. Our Guiding Principles are:

1. Professionalism and Organizational Excellence,
1. Community Engagement and Partnerships,
1. Operational Improvements/Performance Metrics, and
1. Intelligent Technology Development and Infrastructure Expansion.

VI. ETHICS STATEMENT

A. As an RTD Police Officer, my fundamental duty is to serve society, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all people to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful to the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or confided to me in my official capacity in RTD will be kept secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions with no compromise for crime and with relentless prosecution of criminals. I will enforce the law courteously and appropriately without fear of favor, malice, or ill will, never employing unnecessary force or violence, and never accept gratuities.

I recognize the badge of my office as a symbol of public faith and accept it as a public trust, to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God, or whatever I may affirm, to my chosen profession—law enforcement.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

IACP POLICING CODE OF ETHICS

As a sworn officer, my fundamental duty is to serve the community by safeguarding lives and property against threats that could take advantage of or harm members of my community or otherwise impact peace and order. I will uphold the Constitution and honor the rights of all to life, liberty, equality, and justice. I will never employ unnecessary force. I will respect the privacy of people and communities that I serve, and I will fully obey the laws that I am sworn to enforce.

I will live by example, remembering that my character and conduct, on-duty and off, directly influence the legitimacy of the policing profession. I will exercise self-restraint and maintain courageous calm in the face of danger, scorn, and ridicule and be constantly mindful of the welfare of others as well as my own well-being.

I will never act officiously or permit bias or personal gain to influence my decisions. I will strive to protect the vulnerable from harm. If this fails, I will seek to identify and apprehend offenders, professionally and appropriately holding them to account. I will not solicit or accept any gifts, bribes, or anything of value from any person or entity that may create a perception of benefit or influence my performance as a public servant.

I recognize my shield of office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will not engage in or condone acts of corruption, take advantage of circumstances for personal gain, or accept gratuities, and I promise to intervene when met with any unjustifiable acts by members of my profession. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own professional performance and conduct and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these principles, dedicating myself to my chosen profession… policing.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Table of Contents

Chief's Preface. 1

Vision, Mission, Core Values & Guiding Principles. 2

IACP Policing Code of Ethics. 4

Chapter 1 - Law Enforcement Role and Authority. 9

100 - Law Enforcement Authority. 10
101 - Chief Executive Officer. 12
102 - Oath of Office. 13
103 - Policy Manual. 14

Chapter 2 - Organization and Administration. 17

200 - Organizational Structure and Responsibility. 18
201 - Interim Directive and Special Orders. 20
202 - Emergency Management Plan. 21
203 - Training. 23
204 - Electronic Mail. 27
205 - Administrative Communications. 29
206 - Supervision Staffing Levels. 30
207 - Retiree Concealed Firearms. 31

Chapter 3 - General Operations. 34

300 - Use of Force. 35
301 - Use of Force Review Boards. 44
302 - Handcuffing and Restraints. 46
303 - Control Devices and Techniques. 51
304 - Conducted Energy Device. 56
305 - Officer-Involved Shootings and Deaths. 63
306 - Firearms. 72
307 - Officer Response to Calls. 86
308 - Canines. 90
309 - Domestic Violence. 100
310 - Search and Seizure. 105
311 - Temporary Custody of Juveniles. 107
312 - Adult Abuse. 117
313 - Discriminatory Harassment. 122
314 - Child Abuse. 127
315 - Missing Persons. 135
316 - Public Alerts. 142
317 - Victim and Witness Assistance. 147
318 - Bias-Motivated Crimes. 150
319 - Standards of Conduct. 153
320 - Information Technology Use. 160

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

321 - Report Preparation. 164
322 - Media Relations. 168
323 - Subpoenas and Court Appearances. 171
324 - Outside Agency Assistance. 174
325 - Major Incident Notification. 176
326 - Death Investigation. 178
327 - Identity Theft. 181
327 - Registered Offender Information. 183
328 - Private Persons Arrests. 187
329 - Limited English Proficiency Services. 189
330 - Pupil Arrest Reporting. 196
331 - Biological Samples. 197
332 - Public Safety Video Surveillance System. 199
333 - Child and Dependent Adult Safety. 203
334 - Off-Duty Law Enforcement Actions. 206
335 - Department Use of Social Media. 208
336 - Community Relations. 211
337 - Extreme Risk Protection Orders. 216
338 - Generative Artificial Intelligence Use. 220
339 - Service Animals. 224
340 - Vehicle Pursuits. 227
341 - Portable Fingerprint Scanner. 237

Chapter 4 - Patrol Operations. 239

400 - Patrol Function. 240
401 - Bias-Based Policing. 243
402 - Roll Call Briefing. 246
403 - Crime and Disaster Scene Integrity. 247
404 - Jurisdictional Issues. 249
405 - Ride-Alongs. 250
406 - Hazardous Material Response. 253
407 - Hostage and Barricade Incidents. 256
408 - Response to Bomb Calls. 261
409 - Civil Commitments. 266
410 - Summons Releases. 270
411 - Foreign Diplomatic and Consular Representatives. 272
412 - Rapid Response and Deployment. 276
413 - Immigration Violations. 279
414 - Aircraft Accidents. 283
415 - Field Training Officer Program. 287
416 - Obtaining Air Support Assistance. 290
417 - Contacts and Temporary Detentions. 291
418 - Criminal Organizations. 295
419 - Shift Sergeants. 299
420 - Mobile Audio Video. 300
421 - Mobile Data Terminal Use. 307
422 - Public Recording of Law Enforcement Activity. 310

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

423 - Medical Marijuana. 313
424 - Foot Pursuits. 319
425 - Homeless Persons. 324
426 - Suspicious Activity Reporting. 327
427 - Crisis Intervention Incidents. 329
428 - First Amendment Assemblies. 334
429 - Civil Disputes. 340
430 - Medical Aid and Response. 342
431 - Body-Worn Cameras. 347

Chapter 5 - Traffic Operations. 356
500 - Traffic Function and Responsibility. 357
501 - Traffic Accident Response and Reporting. 360
502 - Impaired Driving. 363
503 - Traffic Citations. 370
504 - Disabled Vehicles. 372

Chapter 6 - Investigation Operations. 373
600 - Investigation and Prosecution. 374
601 - Sexual Assault Investigations. 379
602 - Informants. 384
603 - Eyewitness Identification. 390
604 - Brady Material Disclosure. 395
605 - Warrant Service. 399
606 - Operations Planning and Deconfliction. 404

Chapter 7 - Equipment. 410
700 - Department-Owned and Personal Property. 411
701 - Personal Communication Devices. 413
702 - Vehicle Maintenance. 417
703 - Vehicle Use. 419
704 - Personal Protective Equipment. 425

Chapter 8 - Support Services. 426
800 - Crime Analysis. 427
801 - Transit Police Communications. 428
802 - Property and Evidence. 435
803 - Records Bureau. 447
804 - Records Maintenance and Release. 450
805 - Protected Information. 456
806 - Animal Control. 460
807 - CJIS Access, Maintenance, and Security. 463

Chapter 9 - Custody. 468
900 - Custodial Searches. 469
901 - Transporting Persons in Custody. 475

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chapter 10 - Personnel. 480
1000 - Reporting of Employee Convictions. 481
1001 - Communicable Diseases. 483
1002 - Smoking and Tobacco Use. 486
1003 - Complaint and Disciplinary System. 487
1004 - Seat Belts. 499
1005 - Body Armor. 501
1006 - Commendations and Medals. 503
1007 - Fitness for Duty. 506
1008 - Meal Periods and Breaks. 509
1009 - Outside Employment. 510
1010 - Personal Appearance Standards. 515
1011 - Police Uniform Regulations. 517
1012 - Police Cadets/Interns. 523
1013 - Department Badges. 527
1014 - Speech, Expression, and Social Networking. 529
1015 - Line-of-Duty Deaths. 533
1016 - Early Intervention System. 545

Attachments. 547
Emergency Operations Plan-Base Plan with Annexes SIGNED.pdf. 548

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chapter 1 - Law Enforcement Role and Authority

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Regional Transportation District Police Department to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Regional Transportation District Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

100.3 PEACE OFFICER AUTHORITY

Certified members shall be considered peace officers pursuant to CRS § 16-2.5-101 through CRS § 16-2.5-148 and CRS § 24-7.5-103. CRS § 16-2.5-146 specifically addresses public transit officers.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE REGIONAL TRANSPORTATION DISTRICT POLICE DEPARTMENT

The arrest authority within the jurisdiction of the Regional Transportation District Police Department includes (CRS § 16-3-102):

(a) In compliance with an arrest warrant.

(b) When any crime is being, or has been, committed in a peace officer’s presence.

(c) When there is probable cause to believe that an offense was committed by the person to be arrested.

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE REGIONAL TRANSPORTATION DISTRICT POLICE DEPARTMENT

The arrest authority of officers outside the jurisdiction of the Regional Transportation District Police Department includes:

(a) When a felony or misdemeanor is committed in the officer’s presence in another jurisdiction in the state of Colorado, the local law enforcement agency is notified of the arrest and the arrestee is transferred to that agency (CRS § 16-3-110).

(b) When the officer is in fresh pursuit from within the jurisdiction of the Regional Transportation District Police Department and any of the following conditions exist (CRS § 16-3-106):

1. An arrest warrant has been issued for the person or the officer knows that such warrant has been issued for the person.
2. An offense was committed in the officer's presence.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

3. The officer has probable cause to believe that the person committed an offense.

(c) When officers are accompanied by law enforcement officers who have the authority to make an arrest in that jurisdiction, are present at the scene of the arrest and participate in the arrest process (CRS § 16-3-202).

(d) When another agency has requested temporary assistance during a state of emergency (CRS § 29-5-104).

An officer making an arrest under this subsection shall, as soon as practicable after making the arrest, notify the agency having jurisdiction where the arrest was made (CRS § 16-3-110).

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended within other states:

(a) As applicable under interstate compacts and memorandums of understanding in compliance with the laws of each state (CRS § 24-60-101; CRS § 29-1-206).

(b) When an officer enters Arizona, Nebraska, New Mexico, Oklahoma or Utah in fresh pursuit of a felony subject (ARS § 13-3832; Neb. Rev. Stat. § 29-416; NMSA § 31-2-1 (New Mexico); 22 O.S. § 221; Utah Code 77-9-1).

(c) When an officer enters Kansas in fresh pursuit of a subject who committed any offense (K.S.A. § 22-2404).

(d) When an interstate compact exists with the state of Wyoming that permits an officer to pursue and arrest an offender who has fled Colorado (Wyo. Stat. § 7-3-103).

Whenever an officer makes an arrest in another state, the officer shall take the offender to a magistrate in the county where the arrest occurred as soon as practicable (ARS § 13-3833; K.S.A. § 22-2404; Neb. Rev. Stat. § 29-417; NMSA § 31-2-2 (New Mexico); 22 O.S. § 222; Utah Code 77-9-2).

100.5 FEDERAL RESERVATIONS

Peace officer powers extend to Indian reservations pursuant to 18 USC § 1152, except in the following circumstances:

(a) A crime was committed by an Indian against the person or property of another Indian.

(b) An Indian who committed an offense has been punished by the local law of the tribe.

(c) An Indian tribe has been granted exclusive jurisdiction by stipulation of a treaty.

An officer of the Regional Transportation District Police Department has exclusive jurisdiction over a crime committed on Indian reservations by a non-Indian against another non-Indian absent treaty provisions to the contrary.

100.6 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person’s clearly established rights under the United States and Colorado Constitutions.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chief Executive Officer

101.1 PURPOSE AND SCOPE

The Colorado Peace Officer Standards and Training Board (POST) has mandated that all certified peace officers employed within the State of Colorado shall be certified by POST (CRS § 16-2.5-102).

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any chief executive officer of this department shall be certified by POST (CRS § 16-2.5-102). An out-of-state candidate for Chief of Police may be appointed provided the candidate qualifies for and is granted a provisional certificate prior to appointment (CRS § 24-31-308).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY

It is the policy of the Regional Transportation District Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. Prior to assuming the duties of a peace officer, certified members shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Colo. Const. art. XII, § 8).

If a member is opposed to taking an oath, he/she shall be permitted to substitute the word "affirm" for the word "swear," and the words "so help me God" may be substituted with "under the pains and penalties of perjury."

102.3.1 CODE OF ETHICS

All Regional Transportation District Police Department officers shall be required to abide by a codeof ethics as adopted by the Department.

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Regional Transportation District Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Regional Transportation District Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Regional Transportation District Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Interim Directives, which shall modify those provisions of the manual to which they pertain. Interim Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CCR - Code of Colorado Regulations.

CFR - Code of Federal Regulations.

CRS - Colorado Revised Statutes.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

District - The District of Regional Transportation District.

Civilian - Employees and volunteers who are not certified law enforcement officers.

Department/RTDPD - The Regional Transportation District Police Department.

DMV - The Colorado Department of Revenue Division of Motor Vehicles.

Employee/personnel - Any person employed by the Department.

Juvenile - Any person under the age of 18 years.

Manual - The Regional Transportation District Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Regional Transportation District Police Department, including:

- Full- and part-time employees
- Licensed, certified peace officers
- Reserve, auxiliaryofficers
- Civilian employees
- Volunteers.

Officer - Those employees, regardless of rank, who are POST-certified employees of the Regional Transportation District Police Department.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Peace officer - An employee who is required to be certified by POST pursuant to CRS § 16-2.5-101 et seq. The term includes certified full-time and reserve peace officers who perform the duties of a peace officer.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

USC - United States Code.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and Interim Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Deputy Chief will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Deputy Chiefs, who will consider the recommendations and forward them to the command staff as appropriate.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chapter 2 - Organization and Administration

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of the Department is designed to create an efficient means to accomplish the mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the RTD Transit Police Division. The Chief of Police designates Deputy Chiefs to manage operations of the following divisions.

(a) Professional Services Division - Deputy Chief..

(b) Operations Division - Deputy Chief.

200.2.1 ORGANIZATIONAL CHART

The Chief of Police or the authorized designee is responsible for developing and updating, at least annually. a chart showing the organizational components and functions. The chart may be attached to this Policy Manual for distribution and should be posted permanently in at least one location in the Department that is accessible to all personnel.

200.2.2 PROFESSIONAL SERVICES DIVISION

The Professional Services Division is commanded by the assigned Deputy Chief whose primary responsibility is to provide general management, direction and control for the Professional Services Division, including management of the Department budget and the designation of the custodian of records. The Professional Services Division consists of Training, Internal Affairs, K9, Criminal Investigations, Recruiting & Hiring, Communication Center, Integrated Security, and Video Investigations.

Annually, the Professional Services Deputy Chief shall develop and submit to the Chief of Police a budget and an inventory of capital property, equipment and assets. Property, equipment and assets with a beginning value of more than $5,000, and other items specifically identified for inclusion regardless of value, are capital property, equipment and assets.

200.2.3 OPERATIONS DIVISION

The Operations Division is commanded by the assigned Deputy Chief whose primary responsibility is to provide general management, direction and control for the Operations Division. The Operations Division consists of Uniformed Patrol, Special Operations, and Police Aides/ Assistants.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate a Deputy Chief to act in the place of the Chief of Police.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

(a) Operations Deputy Chief

(b) Professional Services Deputy Chief

(c) Professional Services Commander

(d) Patrol Commander

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., canine, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with lawful orders of superior officers and other proper authority.

200.4 AUTHORITY AND RESPONSIBILITIES

Each member will be assigned duties and responsibilities commensurate with the member's assigned position within the Department and will have the delegated authority necessary to effectively execute those responsibilities. Each member will be held accountable for the appropriate application of that delegated authority.

200.5 PATROL STAFFING

The Operations Deputy Chief should conduct a workload assessment to determine patrol-staffing needs. In conducting the assessment, the Deputy Chief should consider:

(a) The number and types of incidents (e.g., calls for service, investigation of criminal and non-criminal acts, apprehension of criminal offenders) handled by patrol personnel during the specified period (e.g., aten-hour shift).

(b) The average time required to handle an incident at the patrol level.

(c) The average percentage of uncommitted time that should be available to the patrol officer during a specified period.

(d) The time lost through days off, holidays and other leave compared to the total time required for each patrol assignment.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Interim Directive and Special Orders

201.1 PURPOSE AND SCOPE

Interim Directives and Special Orders establish interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure. Interim Directives will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 INTERIM DIRECTIVE PROTOCOL

Interim Directives will be incorporated into the manual, as required upon approval of the staff. Interim Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Interim Directives have now been incorporated in the updated Policy Manual as of the revision date listed below.

Any Interim Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number “01.” For example, 11-01 signifies the first Interim Directive for the year 2011.

201.1.2 SPECIAL ORDERS PROTOCOL

Special Orders establish a temporary policy or procedure on a given subject for a specific length of time. Special Orders are issued to the organization as a whole, to a division, to a unit or to an individual. Special Orders become inoperative with the passing of the incident or situation that caused the order to be issued.

201.2 RESPONSIBILITIES

201.2.1 PROFESSIONAL SERVICES REVIEW

The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Interim Directive.

201.2.2 CHIEF OF POLICE

The Chief of Police or the authorized designee shall issue all Interim Directives and Special Orders.

201.3 ACCEPTANCE OF INTERIM DIRECTIVE

All employees are required to read and obtain any necessary clarification of all Interim Directive. All employees are required to acknowledge in writing the receipt and review of any new Interim Directive. Signed acknowledgement forms and/or e-mail receipts showing an employee’s acknowledgement will be maintained by the Training Lieutenant.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Emergency Management Plan

202.1 PURPOSE AND SCOPE

In compliance with the State of Colorado Emergency Operations Plan, the District has prepared or adopted an Emergency Operations Plan (CRS § 24-33.5-707). This plan provides guidance and is to be used by all work groups and employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

202.2 SEARCH AND RESCUE

The Operations Deputy Chief shall be responsible for developing procedures for search and rescue (SAR) operations or coordinating with the appropriate jurisdictions. Search and rescue operation procedures shall be consistent with the requirements of the State of Colorado Emergency Operations Plan and the National Incident Management System (NIMS).

202.3 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Police Department, the Chief of Police or the incident commander may activate the Emergency Operations Plan in response to a major emergency.

202.3.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Regional Transportation District Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

202.4 UPDATING THE PLAN

The Chief of Police or the authorized designee shall review and update, if necessary, the Emergency Operations Plan at least once every three years to ensure it conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS), and that any needed revisions are appropriately addressed.

202.4 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the plan are available in Transit Police Communications, Emergency Management Office, and the Chief's office. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles personnel will play when the plan is implemented.

The State of Colorado Emergency Operations Plan and additional regional information can be found on the Colorado Office of Emergency Management website.

See attachment: Emergency Operations Plan-Base Plan with Annexes SIGNED.pdf

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

202.6 PLAN REVIEW

At least once every three years, the Department should conduct a review of the Emergency Operations Plan and responses, incorporating a full or partial exercise, tabletop or command staff discussion.

202.7 PLAN TRAINING

The Department shall provide training in the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles police personnel will play when the plan is activated.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted, and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the Colorado Police Officer Standards and Training Board (POST) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of department members.

(c) Provide for continued professional development of department members.

(d) Ensure compliance with POST rules and regulations concerning law enforcement training.

203.4 TRAINING LIEUTENANT

The Chief of Police shall designate a Training Lieutenant who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Training Lieutenant should review the training plan annually.

203.5 TRAINING PLAN

The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan shall include a systematic and detailed method for recording all training for all members.

Updates and revisions may be made to any portion of the training plan at any time it is deemed necessary.

The plan will address all training requirements.

203.5.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies:

(a) Federally mandated training:

1. National Incident Management System (NIMS) training

(b) State-mandated training:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1. Officers must successfully complete an approved Colorado basic academy pursuant to CRS § 24-31-305 before performing duties of a certified peace officer, as defined by CRS § 16-2.5-102.
    (a) Officers may alternatively obtain a provisional certificate prior to appointment or otherwise meet the training and certification standards within the parameters, extensions, and exceptions set by POST (CRS § 24-31-308; CRS § 30-10-501.6 (1)).
2. DNA evidence collection (CRS § 24-31-311) (once)
3. Eyewitness identification training (CRS § 16-1-109)
4. Annual completion of any additional training required by POST (CRS § 24-31-315; CRS § 24-31-319; CRS § 30-10-501.6)
5. Officer-involved shooting and critical incident pre-incident preparation training as required by CRS § 16-2.5-403

(c) Department-mandated training:

1. Emergency Operations Plan (supervisors every two years)
2. CPR/First aid refresher (every two years)
3. Pursuit driving (all certified employees yearly)
4. Firearms training (all certified employees quarterly)
5. Defensive tactics (all certified employees yearly)
6. Conducted energy device, impact weapon, chemical weapon, or other kinetic energy weapon (yearly)
7. Use of force policies (all certified employees review yearly)
8. Search, seizure, and arrest (all certified employees yearly)
9. Use of body armor (all certified employees every two years)
10. Ethics (all certified employees every three years)

203.5.2 TRAINING RESTRICTION

The Training Lieutenant shall ensure that a training program does not include any training on or reference to the term "excited delirium" (CRS § 24-31-907).

203.6 EMPLOYEE INCIDENT AND TRAINING COMMITTEE

The Training Lieutenant may establish a Employee Incident and Training Committee (Committee), on a temporary or as-needed basis, which will assist with identifying training needs.

The Committee shall be composed of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Lieutenant may remove or replace members of the committee at the Training Lieutenant's discretion.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Committee should review include but are not limited to:

(a) Any incident involving the death or serious injury of an employee.

(b) Incidents involving a high risk of death, serious injury, or civil liability.

(c) Incidents identified by the Department to determine possible training needs.

(d) On-duty motor vehicle accidents.

(e) Any nominations for medals and commendations.

(f) Any incident the Chief of Police or their designee determine needs to be reviewed by the Committee.

The Committee should convene on a regular basis as determined by the Training Lieutenant to review the identified incidents. The Committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Lieutenant. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time, and location of the incident, but should focus on the type of training being recommended.

The Training Lieutenant will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources. Training recommendations as determined by the Training Lieutenant shall be submitted to the command staff for review.

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Regional Transportation District Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Lieutenant.

Members assigned to participate in DTBs shall only use login credentials assigned to them by the Training Lieutenant. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignment, unless directed otherwise by a supervisor.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

203.8 TRAINING ATTENDANCE

(a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to the following:

1. Court appearances.
2. Previously approved vacation or time off.
3. Illness or medical leave.
4. Physical limitations preventing the member's participation.
5. Emergency situations or department necessity.

(b) Any member who is unable to attend training, as scheduled shall notify the member's supervisor as soon as practicable but no later than one hour prior to the start of training and shall:

1. Document the absence in a memorandum to the member's supervisor.
2. Make arrangements through the member's supervisor or the Training Lieutenant to attend the required training on an alternate date.

203.9 TRAINING RECORDS

The Training Lieutenant is responsible for the creation, filing and storage of all training records. Training records shall be retained in compliance with the established records retention schedule.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties. It is to be used in accordance with generally accepted business practices and current law. Messages transmitted over the email system must only be those that involve official business activities or that contain information essential to employees for the accomplishment of business-related tasks and/or communications directly related to the business, administration or practices of the Department.

204.2 EMAIL RIGHT OF PRIVACY

All email messages, including attachments, transmitted over the department networks or through a web browser accessing the department system are considered department records and therefore are the property of the Department. The Department reserves the right to access, audit and disclose for any lawful reason, all messages, including attachments, transmitted or received through its email system or placed into its storage.

The email system is not a confidential system and therefore is not appropriate for confidential communications. If a communication must be confidential, an alternate method to communicate the message should be used. Employees using the department email system shall have no expectation of privacy concerning communications transmitted over the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

204.3 RESTRICTIONS ON USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire department are only to be used for official business-related items that are of particular interest to all users. All email is subject to review and scrutiny with regard to appropriate content or violation of any prohibitions. In the event that a user has questions about sending a particular email communication, the user should seek prior approval from their immediate supervisor. Personal announcements are not permitted without prior approval.

It is a violation of this policy to transmit a message under another user's name or email address or to use the password of another to log into the system. Users are required to log off the network or secure the workstation when the computer is unattended. This added security measure would minimize the misuse of an individual's email, name and/or password.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

204.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a record under the Colorado Criminal Justice Records Act (CRS § 24-72-301 et seq.) and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Administrative Communications

205.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

205.2 DEPARTMENT E-MAILS

Department E-mails may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring of new personnel, separations, individual and group awards and commendations or other changes in status.

205.3 CORRESPONDENCE

To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on Department letterhead. Official correspondence and use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal purposes.

Internal correspondence should use appropriate memorandum forms. These may be from line employee to employee, supervisor to employee or any combination of employees.

205.4 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or the authorized designee.

205.5 OTHER COMMUNICATIONS

Interim Directives and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee or Deputy Chiefs.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against its need and inherent managerial right to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet the operational requirements of the Department.

206.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in scheduling at least two regular supervisors on-duty whenever possible.

206.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and other unforeseen circumstances, a corporalmay be used as a field supervisor in place of a field sergeant.

With prior authorization from the Operations Deputy Chief, a corporalmay act as the Shift Sergeant**for a limited period of time, in accordance with the terms of applicable collective bargaining agreements.**

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Retiree Concealed Firearms

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Regional Transportation District Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) (18 USC § 926C) and Colorado law 24-33.5-112.

207.2 POLICY

It is the policy of the Regional Transportation District Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

207.3 LEOSA

The Chief of Police should issue an identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

(a) Separated from service in good standing from this department as officer.

(b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Regional Transportation District Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

207.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

(a) Is in possession of photographic identification that identifies him/her as having been employed as a law enforcement officer and one of the following:

1. An indication from the person’s former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Colorado law or by a private person or entity on his/her property if such prohibition is permitted by Colorado law.

207.4 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Shift Sergeant of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions Policy.

207.4.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

(a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.

(b) Remain subject to all applicable Department policies and federal, state and local laws.

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check (including National Crime Information Center (NCIC) and Criminal Justice Information Services (CJIS) queries) indicating that he/she is not prohibited by law from receiving or possessing a firearm (CRS § 24-33.5-112; CRS § 30-10-524; CRS § 31-30-106; CRS § 23-5-142).

(e) Pay a fee not to exceed the direct and indirect costs for issuing the card (CRS § 24-33.5-112; CRS § 30-10-524; CRS § 31-30-106; CRS § 23-5-142).

207.5 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The former officer shall be provided a written statement setting forth the reason for a denial or revocation (CRS § 24-33.5-112; CRS § 30-10-524; CRS § 31-30-106; CRS § 23-5-142).

207.6 FIREARM QUALIFICATIONS

The Rangemaster may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chapter 3 - General Operations

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Serious bodily injury - An injury that presents a substantial risk of death, a substantial risk of serious permanent disfigurement, a substantial risk of protracted loss or impairment of the function of any part or organ of the body, or breaks, fractures, or burns of the second or third degree.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The Regional Transportation District Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

300.2.1 DUTY TO INTERVENE AND REPORT

Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intervene to prevent the use of unreasonable force.

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor as soon as feasible.

300.2.2 ADDITIONAL INTERVENTION AND REPORTING

An officer shall also intervene to prevent or stop another peace officer from using physical force that exceeds the degree of force permitted by CRS § 18-1-707.

An on-duty officer who witnesses another peace officer using force in excess of that permitted by CRS § 18-1-707 shall report such use of force in writing to the officer's immediate supervisor. Such report shall be within 10 days of the occurrence and include the date, time, and place of the occurrence; the identities, if known, and description of the participants; a description of the events and the force used; and must be included with all other reports of the incident (CRS § 18-8-802).

An officer shall intervene to prevent or stop another peace officer from using or directing the use of ketamine to effect an arrest, detention, restraint, transport, or punishment; to prevent the escape from custody; or to facilitate ease and convenience in the law enforcement encounter and report the intervention as required by CRS § 18-8-805 and 4 CCR 901-1:17.

300.2.3 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

300.3.2 USE OF FORCE TO EFFECT AN ARREST

An officer should apply nonviolent means, when possible, and may use physical force only if nonviolent means would be ineffective to effect an arrest, prevent an escape, or prevent an imminent threat of injury to officers or others (CRS § 18-1-707).

Officers should only use that degree of force consistent with the minimization of injury to others (CRS § 18-1-707).

Officers shall not apply force in excess of the force permitted by CRS § 18-1-707 to a person who has been rendered incapable of resisting arrest (CRS § 18-8-803).

300.3.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) Immediacy and severity of the threat to officers or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

(c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The effects of suspected drug or alcohol use.

(e) The individual's mental state or capacity.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(f) The individual's ability to understand and comply with officer commands.

(g) Proximity of weapons or dangerous improvised devices.

(h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.

(i) The availability of other reasonable and feasible options and their possible effectiveness.

(j) Seriousness of the suspected offense or reason for contact with the individual.

(k) Training and experience of the officer.

(l) Potential for injury to officers, suspects and others.

(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.

(n) The risk and reasonably foreseeable consequences of escape.

(o) The apparent need for immediate control of the individual or a prompt resolution of the situation.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Any other exigent circumstances.

300.3.4 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the individual can comply with the direction or orders of the officer.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.5 PROHIBITION ON CHOKEHOLDS

An officer is prohibited from using a chokehold upon another person. A chokehold is defined as a method by which a person applies sufficient pressure to a person to make breathing difficult or impossible. It also includes pressure to stop the flow of blood to the brain via the carotid arteries (CRS § 18-1-707).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

300.3.6 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Regional Transportation District Police Department for this specific purpose.

300.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify themself as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts or that doing so would unduly place officers or other persons at risk of injury or death (CRS § 18-1-707).

Use of deadly force is justified in the following circumstances involving an imminent threat or an imminent risk:

(a) An officer may use deadly force to protect themself or others from what the officer reasonably believes is an imminent threat of death or serious bodily injury.

(b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

However, an officer shall not use deadly force against a person whose actions are a threat solely to themself or property unless the person poses an imminent danger of death or serious physical injury to the officer or others in close proximity.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective and involve considerations and risks in addition to the justification for the use of deadly force.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury.

(b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.

(c) The individual subjected to the force complained of injury or continuing pain.

(d) The individual indicates intent to pursue litigation.

(e) Any application of the conducted energy device or control device.

(f) Any application of a restraint device other than handcuffs, shackles, or belly chains.

(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

(i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.5.2 REPORTING TO COLORADO DIVISION OF CRIMINAL JUSTICE

Statistical data regarding all qualifying incidents shall be reported to the Colorado Division of Criminal Justice as required by CRS § 24-31-903 (see the Records Bureau Policy). For the purposes of this section, a qualifying incident means any (CRS § 24-31-903):

(a) Incident involving the use of force by an officer that results in death or serious bodily injury.

(b) Incident involving the use of force by an officer that involved the use of a weapon.

(c) Contact with the public conducted by officers, including entries into a residence.

(d) Instance of unannounced entry into a residence.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, sustained visible injury, or was rendered unconscious. Medical assistance shall be offered to any party who expresses a complaint of injury or continuing pain,. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

1. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Determine if there is any indication that the individual may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

(i) Officers shall complete all use of force reports by end of shift unless given approval to hold for the next business day by a supervisor. Supervisors have 7 days to complete the use of force investigation and report, which shall be forwarded to their immediate supervisor for review.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 SHIFT SERGEANT RESPONSIBILITY

The Shift Sergeant shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Officers shall receive annual training on this policy and demonstrate their knowledge and understanding.

300.8.1 TRAINING REQUIREMENTS

Required annual training shall include:

(a) Legal updates.

(b) De-escalation tactics, including alternatives to force.

(c) The duty to intervene.

(d) The duty to request and/or render medical aid.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(e) Warning shots (see the Firearms Policy).

(f) All other subjects covered in this policy (e.g., use of deadly force, chokeholds, discharge of a firearm at or from a moving vehicle, verbal warnings).

300.9 USE OF FORCE ANALYSIS

At least annually, theAdminstration Deputy Chief should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Regional Transportation District Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

301.2 POLICY

The Regional Transportation District Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

301.4 REVIEW COMMITTEE

The Use of Force Review Committee will be convened when the use of force by a member results in very serious injury or death to another.

The Use of Force Review Committee will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

The Chief of Police may request the Use of Force Review Committee to investigate the circumstances surrounding any use of force incident.

TheDeputy Chief will convene the Use of Force Review Committee as necessary. It will be the responsibility of the Deputy Chief or supervisor of the involved employee to make notificationof any incidents requiring board review. The involved employee's Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE COMMITTEE

The Professional Services should select five Use of Force Review Committee members from the following, as appropriate:

- Representatives of each division
- Training Lieutenant

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

- Civilian staff member
- A peer officer
- Department instructor for the type of weapon, device or technique used

The Deputy Chief, or their designee, will serve as the chairperson.

301.4.2 RESPONSIBILITIES OF THE COMMITTEE

The Use of Force Review Committee is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The committee members may request further investigation, request reports be submitted for the committee's review, and call persons to present information.

The committee does not have the authority to recommend discipline.

The Chief of Police will determine whether the committee should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges the decision not to file criminal charges, or any other action. The committee should be provided all relevant available material from these proceedings for its consideration.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the officer at the time shall neither justify nor call into question an officer's decision regarding the use of force.

The committee shall make one of the following recommended findings:

(a) The employee's actions were within department policy and procedure.

(b) The employee's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the committee. The committee may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The committee chairperson will submit the written recommendation to the Chief of Police.

The Chief of Police shall review the recommendation, make a final determination as to whether the employee's actions were within policy and procedure and will determine whether any additional actions, investigations or reviews are appropriate. The Chief of Police's final findings will be forwarded to the involved employee's Deputy Chief for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Regional Transportation District Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy, the Transporting Persons in Custody Policy, and department training. Restraint devices shall not be used to punish, to display authority, or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Regional Transportation District Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg restraints, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure themself or others, or damage property.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances, and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the detainee, officers, or others. See the Transporting Persons in Custody Policy for guidelines relating to transporting pregnant persons.

302.3.3 RESTRAINT OF JUVENILES

A juvenile under 14 years of age should not be restrained unless the juvenile is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure themself, injure the officer, or damage property.

An officer working as a school resource officer or responding to a public or charter school or its property, vehicles, or school-sanctioned events shall not restrain a juvenile unless allowed by law and only for the following reasons (CRS § 22-15.5-103):

(a) The juvenile openly displays a deadly weapon.

(b) The juvenile poses a danger to themself or others during an arrest that requires transport.

(c) There is an emergency, and less restrictive measures either would be ineffective or have failed (CRS § 22-15.5-102).

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS/MASKS/SOCKS

Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg restraints and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort, and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.

(b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on their stomach for an extended period, as this could reduce the person's ability to breathe.

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on their stomach.

(e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested with the use ofr other restraints, it shall be documented in the related report:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification.

(c) The types of restraint used.

(d) The amount of time the person was restrained.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person's behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

302.9 TRAINING

The Training Lieutenant should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg restraints, waist chains, or handcuffs behind the body.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

(e) Proper placement of safely secured persons into an upright or seated position to avoid placement on the stomach for an extended period, as this could reduce the person's ability to breathe.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Regional Transportation District Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

303.4 RESPONSIBILITIES

303.4.1 SHIFT SERGEANT RESPONSIBILITIES

The Shift Sergeant may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

303.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Rangemaster or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster for disposition. Damage to District property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

303.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Shift Sergeant or Incident Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in, violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

303.7.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

303.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where the suspect has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward the suspect, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training and product demonstrations, is exempt from the reporting requirement.

303.7.3 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 ADDITIONAL CHEMICAL AGENT DEPLOYMENT CONSIDERATIONS

In response to a protest or demonstration, officers shall not use any chemical agents, including pepper spray or tear gas, without first issuing an order to disperse. The order shall be given in a reasonably sufficient manner to be heard, and repeated if necessary, and followed by sufficient time and space to allow compliance with the order (CRS § 24-31-905).

303.9 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner’s expense. Information regarding the method of notice and the individuals notified should be included in related reports.

303.10 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.10.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Circumstances appropriate for deployment include, but are not limited to, situations in which:

(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

Any 12-gauge Less Lethal Super Sock bean bags and shells deployed shall be submitted into evidence.

303.10.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

(e) The location of the subject.

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment. Absent extenuating circumstances, officers should maintain a minimum of a ten (10) foot standoff prior to deployment of a super sock munition.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.10.3 PROTEST OR DEMONSTRATION CONSIDERATIONS

In response to protests or demonstrations, officers should not discharge kinetic energy projectiles in a manner that intentionally targets the head, neck, pelvis, or back of any person (CRS § 24-31-905).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Officers shall not indiscriminately discharge kinetic energy projectiles into a crowd (CRS § 24-31-905).

303.10.4 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect the shotgun and projectiles at the beginning of each shift to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the officer shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.11 TRAINING FOR CONTROL DEVICES

The Training Lieutenant shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the officer's training file.

(c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

303.12 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED). For the purposes of this policy, the department utilizes the Taser Energy Weapon (TEW) as the approved conducted energy device.

304.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to officers and suspects.

304.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed department-approved training may be issued and may carry the CED.

The Rangemaster should keep a log of issued CED devices and the serial numbers of cartridges/magazines issued to members.

CEDs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the CED and cartridges/magazines that have been issued by the Department. Cartridges/magazines should not be used after the manufacturer's expiration date.

Uniformed officers who have been issued the CED shall wear the device in an approved holster.

Officers who carry the CED while in uniform shall carry it in a holster on the side opposite the duty weapon.

(a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.

(b) For single-shot devices, whenever practicable, officers should carry an additional cartridge on their person when carrying the CED.

(c) Officers should not hold a firearm and the CED at the same time.

Non-uniformed officers may secure the CED in a concealed, secure location in the driver's compartment of their vehicles.

304.3.1 USER RESPONSIBILITIES

Officers shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the officer's shift.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the Rangemaster for disposition. Officers shall submit documentation stating the reason for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the CED in the related report.

304.5 USE OF THE CED

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

If sufficient personnel are available and can be safely assigned, an officer designated as lethal cover for any officer deploying a CED may be considered for officer safety.

304.5.1 APPLICATION OF THE CED

The CED may be used when the circumstances reasonably perceived by the officer at the time indicate that such application reasonably appears necessary to control a person who:

(a) Is violent or is physically resisting.

(b) Has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, themself, or others.

Mere flight from a pursuing officer, without additional circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

The CED shall not be used to psychologically torment, to elicit statements, or to punish any individual.

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject, or others, and the officer reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals known to have been recently sprayed with a flammable chemical agent or who are otherwise known to be in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity is likely to result in collateral injury (e.g., falls from height, located in water, operating vehicles).

Any CED capable of being applied in the drive-stun mode (i.e., direct contact without probes as a primary form of pain compliance) should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

304.5.3 TARGETING CONSIDERATIONS

Recognizing that the dynamics of a situation and movement of the subject may affect target placement of probes, when practicable, officers should attempt to target the back, lower center mass, and upper legs of the subject, and avoid intentionally targeting the head, neck, area of the heart, or genitals. If circumstances result in one or more probes inadvertently striking an area outside of the preferred target zones, the individual should be closely monitored until examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE CED

Once an officer has successfully deployed two probes on the subject, the officer should continually assess the subject to determine if additional probe deployments or cycles reasonably appear necessary. Additional factors officers may consider include but are not limited to:

(a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

(b) Whether the probes are making proper contact.

(c) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(d) Whether verbal commands or other options or tactics may be more effective.

Given that on certain devices (e.g., TASER 10™) each trigger pull deploys a single probe, the officer must pull the trigger twice to deploy two probes to create the possibility of neuro-muscular incapacitation.

304.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, officers shall notify a supervisor any time the CED has been discharged. For evidentiary purposes, any Taser Energy Weapon (TEW) TASER 10 expended cartridge, along

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

with any probes and wire, shall be submitted into evidence. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

304.5.6 DANGEROUS ANIMALS

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

304.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department CEDs while off-duty.

Officers shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION

Officers shall document all CED discharges in the related arrest/crime reports and the CED report forms. Photographs should be taken of any obvious probe impact or drive-stun application sites and attached to the CED report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, audible warning, laser activation, and arcing the device, other than for testing purposes, will also be documented on the report form. Data downloads from the CED after use on a subject should be done as soon as practicable using a department-approved process to preserve the data.

304.6.1 CED REPORT FORM

As applicable based on the device type, items that shall be included in the CED report form are:

(a) The brand, model, and serial number of the CED and any cartridge/magazine.

(b) Date, time, and location of the incident.

(c) Whether any warning, display, laser, or arc deterred a subject and gained compliance.

(d) The number of probes deployed, CED activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.

(e) The range at which the CED was used.

(f) The type of mode used (e.g., probe deployment, drive-stun).

(g) Location of any probe impact.

(h) Location of contact in drive-stun mode.

(i) Description of where missed probes went.

(j) Whether medical care was provided to the subject.

(k) Whether the subject sustained any injuries.

(l) Whether any officers sustained any injuries.

The Training Lieutenant should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Training Lieutenant should also conduct audits of CED

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

device data downloaded to an approved location and reconcile CED report forms with recorded activations. CED information and statistics, with identifying information removed, should periodically be made available to the public.

304.6.2 REPORTS
The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing CEDs

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject's physical and physiological actions

(e) Any known or suspected drug use, intoxication, or other medical problems

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel or officers trained in probe removal and handling should remove CED probes from a person's body. Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes, who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was activated.

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded by a supervisor or Rangemaster and saved with the related arrest/crime report. The supervisor should arrange for photographs of probe sites to be taken and witnesses to be interviewed.

304.9 TRAINING

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the CED as a part of their assignments for a period of six months or more shall be recertified by a qualified CED instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEDs should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time, if deemed appropriate, by the Training Lieutenant. All training and proficiency for CEDs will be documented in the officer's training files.

Command staff, supervisors, and investigators should receive CED training as appropriate for the investigations they conduct and review.

Officers who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Lieutenant is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of CEDs during training could result in injuries and should not be mandatory for certification.

The Training Lieutenant should include the following training:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.

(e) Scenario-based training, including virtual reality training when available.

(f) Handcuffing a subject during the application of the CED and transitioning to other force options.

(g) De-escalation techniques.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(h) Restraint techniques that do not impair respiration following the application of the CED.

(i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.

(j) Proper tactics and techniques related to multiple applications of CEDs.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of other action of an officer.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

305.2 POLICY

The policy of the Regional Transportation District Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
-

305.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect’s crime occurred. For example, the Regional Transportation District Police Department would control the investigation if the suspect’s crime occurred in Regional Transportation District.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

305.4.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

305.4.3 ADMINISTRATIVE INVESTIGATION

Regardless of where the incident occurs, the administrative investigation of each involved officer is controlled by the respective employing agency.

305.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved RTDPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.

(b) Take reasonable steps to obtain emergency medical attention for injured individuals.

(c) Request additional resources from the Department or other agencies.

(d) Coordinate a perimeter or pursuit of suspects.

(e) Check for injured persons and evacuate as needed.

(f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved RTDPD supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.

1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

(b) If necessary, the supervisor may administratively order any RTDPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.

1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

(c) Provide all available information to the Shift Sergeant and Transit Police Communications. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional RTDPD members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

1. Each involved RTDPD officer should be given an administrative order not to discuss the incident with other involved officers or RTDPD members pending further direction from a supervisor.

2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

305.5.3 SHIFT SERGEANT RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the shift supervisor shall be responsible for coordinating all aspects of the incident until relieved by the incident commander.

All outside inquiries about the incident shall be directed to the Incident Commander or their designee.

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police
- Criminal Investigations Deputy Chief
- Officer-Involved Shooting rollout team
- Outside agency investigators (if appropriate)
- Internal Affairs Bureau supervisor
- General Counsel
- Psychological/peer support personnel
- Coroner (if necessary)
- Involved officer's agency representative (if requested)
- Chief Communications Officer

305.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Any request for an attorney, or union representation will be reasonably accommodated.

1. Involved RTDPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
2. Requests from involved non-RTDPD officers should be referred to their employing agency.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.

(c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.

(d) A licensed psychotherapist shall be provided by the Department to each involved RTDPD officer. A licensed psychotherapist may also be provided to any other affected RTDPD members, upon request.

1. Interviews with a licensed psychotherapist will be considered privileged.
2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
4. Communications between the involved officer and a peer support member are addressed in the Wellness Program Policy.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved RTDPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death or appropriate duty reassignment as agreed upon by the involved officer and the Department to allow the officer to receive services and manage the impact of the incident on the officer and the officer's family and significant others. It shall be the responsibility of the Shift Sergeant to make schedule adjustments to accommodate such leave.

305.6 CRIMINAL INVESTIGATION

The District Attorney's Office is responsible for the criminal investigation into the circumstances of any officer-involved shooting or death.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the District Attorney's Office to avoid duplicating efforts in related criminal investigations.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

(a) RTDPD supervisors and Internal Affairs Bureau personnel should not participate directly in any voluntary interview of RTDPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

(c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.6.1 REPORTS BY INVOLVED RTDPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved RTDPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved RTDPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved RTDPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

(a) Identification of all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

(c) Promptly contacting the suspect’s known family and associates to obtain any available and untainted background information about the suspect’s activities and state of mind prior to the incident.

305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Detective Bureau supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from the District Attorney's Office and may be assigned to separately handle the investigation of any related crimes not being investigated by the District Attorney's Office.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Detective Bureau supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Deputy Chief.

305.6.4 MULTI-AGENCY INVESTIGATION

Officer-involved shootings that result in injury or death or other uses of force by an officer that result in death shall be investigated by a multi-agency team. The multi-agency team shall include at least one other police or sheriff’s agency or the Colorado Bureau of Investigation. The Chief of Police or the authorized designee shall ensure this protocol is posted on the Regional Transportation District Police Department website and is available to the public upon request (CRS § 16-2.5-301).

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved RTDPD officers to

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

determine conformance with department policy. This investigation will be conducted under the supervision of the Internal Affairs Bureau and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies (see the Personnel Complaints Policy) and applicable laws.

(a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

(b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.

    1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

    1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.

    2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative collectively or in groups prior to being interviewed.

    3. Administrative interviews should be recorded by the investigator. The officer may also record the interview.

    4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her Garrity rights and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.

    5. The Internal Affairs Bureau shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.

    6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.9 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/ Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or General Counsel’s Office, as appropriate.

305.10 DEBRIEFING

Following an officer-involved shooting or death, the Regional Transportation District Police Department should conduct both a Critical Incident Stress Debriefing and a tactical debriefing. See the Wellness Program Policy for guidance on Critical Incident Stress Debriefings.

305.10.1 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

305.11 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to the Shift Sergeant, Criminal Investigations Deputy Chief and Chief Communications Officer in the event of inquiries from the media.

No involved RTDPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Deputy Chief.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

305.12 POST-INCIDENT SERVICES FOR FAMILY

The family members and significant others of an officer who has been involved in a shooting or deadly use of force should be provided, as department resources reasonably allow (CRS § 16-2.5-403):

(a) At least one confidential post-incident meeting with a qualified mental health professional (CRS § 16-2.5-402) in a timely manner following the incident, including through telehealth services.

(b) Ongoing confidential mental health services from a qualified mental health professional (CRS § 16-2.5-402) as needed, including through telehealth services.

(c) Peer support, including department peer support or online or telehealth peer support.

305.13 PROTOCOLS FOR RETURN TO DUTY

The Department shall take steps to facilitate returning department members back to their duty assignments following their involvement in a shooting or deadly use of force, taking into consideration the Department's size and resources (CRS § 16-2.5-403).

305.13.1 REINTEGRATION

Taking into account that involved officers may experience psychological, physical, or emotional reactions, the Department shall implement a reintegration plan that considers having the officer:

(a) Return to the scene of the incident.

(b) Fire the officer's weapon at the range.

(c) Participate in graded re-entry with a companion officer or peer support officer of the officer's choosing.

305.13.2 ONGOING SUPPORTIVE MENTAL HEALTH SERVICES

An officer who has been involved in a shooting or deadly use of force shall be provided ongoing supportive mental health services, including confidential follow-up by a qualified mental health professional (CRS § 16-2.5-402), either in person or through telehealth services.

305.14 POLICY REVIEW

The Department shall review this policy biennially and make any necessary updates to reflect current best practices and available resources (CRS § 16-2.5-403).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for carrying and issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

306.1.1 AUTHORIZATION TO CARRY FIREARMS

Only certified personnel who have met all state and Colorado Peace Officer Standards and Training (POST) requirements and have been authorized by the Chief of Police shall have the peace officer privilege to carry a firearm both on- and off-duty (CRS § 16-2.5-101).

306.1.2 ELIGIBLE IMMIGRANTS

An eligible immigrant who has been hired by the Department to enroll in a POST-approved training academy may possess and use a firearm in accordance with this policy at the academy and may transport, store, clean, and maintain a firearm as necessary for purposes of completing such training (CRS § 16-2.5-101).

306.2 POLICY

The Regional Transportation District Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Deputy Chief. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS

Only striker fired handguns equipped with double stack magazines contained within the approved duty handgun list are permitted. Authorized duty handguns shall either be full size or compact

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

models and have a barrel length of at least three and three quarters inches (3.75"). External safeties are not permitted for use on primary handguns

The following handguns are approved for on-duty use:

MAKE	MODEL	CALIBER
Glock	17, 19, 34, 45, 47	9mm
Smith & Wesson	M&P 2.0	9mm
Sig Sauer	P320	9mm

The department may temporarily issue Glock 47 duty handguns, in limited circumstances, with approval from the Chief of Police or their appointed designee.

The following handguns are approved for Off-Duty and Secondary use:

MAKE	MODEL	CALIBER
GLOCK	9MM MODELS	9MM
SMITH & WESSON	M&P	9MM
SIG SAUER	P320 & P365	9MM
HECKLER & KOCH	VP9 SERIES	9MM
SMITH & WESSON REVOLVERS	.38 SPECIAL MODELS	.38 SPECIAL
KIMBER Revolvers	.38 SPECIAL MODELS	.38 SPECIAL

(a) Only striker fired handguns contained within this list of manufacturers are permitted with the exception for authorized revolvers. Off-duty handguns shall have a barrel length of at least three (3) inches, with the exception for authorized revolvers which must have a barrel length of at least one and a half (1.5) inches.

306.3.2 SHOTGUNS

The authorized department-issued shotgun is the Remington 870P 12 gauge - less than lethal. These shotguns are provided by the department for use while officers are on duty and shall be returned to the armory, or approved secure location, at the conclusion of the officer's shift.

When not deployed, the shotgun shall be properly secured consistent with department training in a locking weapons rack or in a case secured out of view in the trunk ofthe patrol vehicle.

306.3.3 PATROL RIFLES

Officers have the option to carry personally purchased/owned rifles approved for department use, if the following requirements are met:

(a) The rifle must be direct impingement operated and/or AR-15 pattern, semi-auto, standard production rifle equipped with a sling. Piston driven rifles are not permitted.

(a) The rifle must be equipped with mechanical sights (Either fixed or flip up).

(a) Rifles must be from the below list of major manufacturers and are subject to approval by the respective Division Chief at the recommendations of the Rangemaster.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) No modifications will be made to the trigger group.

(a) The trigger must be factory installed and may not be adjustable.

(a) Caliber must be.223 and/or 5.56.

(b) Barrel length must not be longer than 20 inches or shorter than 10 inches. Rifles with barrels less than 16 inches, designated as a Short Barrel Rifle (SBR), require the officer obtain written authorization from the Bureau of Alcohol Tobacco and Firearms (ATF) to carry the rifle with an attached stock. Officers will bear the complete cost of all required ATF documentation. Pistol braces are not permitted. SBRs obtained by officers through written approval by the Chief of Police or appointed designee will be returned to whomever is listed as being the designated owner on either the individual application or trust following the conclusion of the officer's employment.

(c) The rifle finish must be in black, blue, flat dark earth or olive drab. Rifles finished with a Kryptek pattern in the colors listed are also permitted.

(a) Rifles must be equipped with a minimum of two (2) magazines. Maximum magazine capacity is 30 rounds. Approved magazines include PMAG (All generations), Lancer, and Metal magazines. Magazine color must be black, blue, flat dark earth, olive drab, clear, or translucent smoke. Kryptek patterns in the colors listed are also permitted.

(a) Rifle must be equipped to allow flashlight mounting, and the flashlight should be attached for building searches or after dusk deployments. The only approved flashlight will be those that do not affect the functionality of the weapon.

MAKE	MODEL	CALIBER

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Colt	AR-15	5.56
Daniel Defense	AR-15	5.56
Smith & Wesson	AR-15	5.56
Stag Arms	AR-15	5.56
Wilson Combat	AR-15	5.56
BCM	AR-15	5.56
Knight's Armament	AR-15	5.56
Noveske	AR-15	5.56
Sig Sauer	AR-15	5.56
FN Herstal	AR-15	5.56
Aero Precision	AR-15	5.56
Spikes	AR-15	5.56
Lewis Machine and Tool	AR-15	5.56
LWRC	AR-15	5.56
Geissle Automatics INC	AR-15	5.56
Radian Weapons	Ar-15	5.56

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack or in a case secured out of view in the trunk of the patrol vehicle.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

306.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

(a) The firearm shall be in good working order and on the department list of approved firearms.

(b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

306.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and on the department list of approved firearms.

(b) Only one secondary handgun may be carried at a time.

(c) The handgun ammunition shall be provided by the Department.

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge, or loss of physical control.

(e) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall provide written notice of the make, model, color, serial number, and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

(a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

    (a) The purchase of the personally owned firearmsshall be the responsibility of the member.

(b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(c) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.

(d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(e) The member will successfully qualify with the firearm prior to it being carried.

(f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

(g) If a member desires to use more than one firearm for off-duty carry, he/she may do so, as long as all requirements set forth in this policy for each firearm are met. No more than one firearm shall be carried while off-duty.

(h) Members shall only carry department-authorized ammunition.

(i) When armed, officers shall carry their badges and Regional Transportation District Police Department identification cards under circumstances requiring possession of such identification.

306.3.7 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

306.4.1 REPAIRS AND MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

306.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

(a) The use of all weapons mounted flashlight that are activated by a pressure switch attached to the grip or below the trigger/trigger guard is prohibited.

(a) The use of a pressure mounted flashlight attached to a rifle and activated by a pressure switch is allowed only when the pressure switch is attached to the forearm and is activated by the shooter's support (non-firing) hand.

(a) All officers using a weapon mounted flashlight are required to carry a "primary" flashlight that is used for illumination and or searching.

(a) Weapon mounted flashlights are only to be used in tactical or lethal force situations and will not be used as an illumination tool in any other situation.

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

(a) For handguns, the rear and front sight must be co-witnessed with the optic when installed (i.e., suppressor height sights). For rifles, the rear and front fixed or flip up sights must be absolute co-witnessed, or lower one-third (1/3) co-witnessed with the optic when installed.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Officers may equip their patrol rifle with a magnifier which is compatible with their optical sight. Magnifiers must not be of a magnification greater than six (6x) power and are required to be mounted in manner which allows the magnifier to be moved to the side so the optic can be used in the magnified and non-magnified configuration. Officers who choose to mount a magnifier on their patrol rifle are required to qualify with their optic in both the magnified and non-magnified configuration.

(a) Mini optics attached to primary handguns shall have zero magnification. Optical sights will not replace iron sights. Officers wishing to attach approved optical sights will bear the complete cost for the device. Officers wanting to equip a mini optic to their handgun or an optic, magnifier, magnified optic, or low power variable optic (LPVO) to their rifle must submit a memorandum to the Rangemaster listing the desired item.

(a) Self-adjusting optics or optics which have an automatic brightness adjustment setting are not permitted. This setting or feature shall be turned off or disabled prior to the optic being considered for duty use.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

306.4.5 SUPPRESSORS

(a) Rifles may be equipped with suppressors. Officers wishing to mount a suppressor on their rifle will bear the complete cost of the device. The suppressor must be black, blue, flat dark earth or olive drab in color, and they must be from the manufacturer list below:

MAKE	MODEL	CALIBER
ADVANCED ARMAMENT CORPORATION	5.56 COMPATIBLE	5.56 OR 5.56 COMPATIBLE
GEMTECH	5.56 COMPATIBLE	5.56 OR 5.56 COMPATIBLE
SIG SAUER	5.56 COMPATIBLE	5.56 OR 5.56 COMPATIBLE
SILENCERCO	5.56 COMPATIBLE	5.56 OR 5.56 COMPATIBLE
SUPRESSED ARMEMENT SYSTEM (SAS)	5.56 COMPATIBLE	5.56 OR 5.56 COMPATIBLE
SUREFIRE	5.56 COMPATIBLE	5.56 OR 5.56 COMPATIBLE
YANKEE HILL MACHINE (YHM)	5.56 COMPATIBLE	5.56 OR 5.56 COMPATIBLE
THUNDER BEAST ARMS CORPORATION (TBAC)	5.56 COMPATIBLE	5.56 OR 5.56 COMPATIBLE
OSS (HUXWRX)	5.56 COMPATIBLE	5.56 OR 5.56 COMPATIBLE
SILENCER CENTRAL	5.56 COMPATIBLE	5.56 OR 5.56 COMPATIBLE

(a) Suppressors obtained by officers through written approval by the Chief of Police or appointed designee will be returned to whomever is listed as being the designated owner on either the individual application or trust following the conclusion of the officer's employment.

(a) A personally owned suppressor shall be used, carried and inspected in accordance with the Personally Owned Suppressor requirements in this policy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) It will be the responsibility of the member to submit the suppressor to the Rangemaster for inspection prior to being personally carried. Thereafter the suppressor shall be subject to periodic inspection by the Rangemaster.

(a) The suppressor shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(a) The member will successfully qualify with the suppressor mounted on their patrol rifle prior to it being carried.

(a) The member may submit a written request to use a suppressor from a manufacturer, other than from the list provided, with approval from the Rangemaster. The suppressor shall be inspected by the Rangemaster and may be subject to immediate removal from duty use for any reason related to safety, accuracy, functionality, or any other circumstance which the Rangemaster deems unfit for duty use.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.

(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.

(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil liability.

306.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member’s senses or judgment.

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training quarterly with their duty firearms. In addition to quarterly training, all members will qualify at least twice a year with their duty firearms. Members will qualify with off-duty and secondary firearms at least once a year. Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their third shooting attempt shall be provided remedial training and will be subject to the following requirements:

(a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

(c) No range credit will be given for the following:

1. Unauthorized range make-up
2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

306.6.2 QUALIFICATION STANDARDS

The qualification standards, including the score required for qualification, target type, timing, distance and other conditions, are noted in an attachment to this policy. In addition to the range course qualification, members must achieve a passing score on any written tests based on the training provided.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to their supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with their Deputy Chief or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective. Officers should follow their training to identify animal behaviors that may reasonably put local law enforcement officers or other individuals in imminent danger, in addition to animal behaviors that do not reasonably suggest or pose an imminent danger.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device (CED), oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

Subject to safety concerns or other exigent circumstances, officers should consider alternatives to the use of firearms. Such alternatives include using the officer's CED or allowing the owner to control or remove the animal from the immediate area.

306.7.2 INJURED ANIMALS

Officers may euthanize an animal when, in his/her judgment and in the opinion of a licensed veterinarian, the animal is experiencing extreme pain or suffering or is severely injured, disabled or diseased past recovery and where other dispositions are impractical. In the event a licensed veterinarian is not available, the animal may be euthanized at the request of the owner or by the written certificate of two persons called to view the animal (CRS § 35-42-110).

Injured wildlife may be euthanized whenever the officer determines that no other reasonable action would be practical, humane or effective for the rehabilitation of the wildlife (2 CCR 406-14:1405).

306.7.3 WARNING AND OTHER SHOTS

Generally, shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective, and reasonably safe.

Warning shots shall not be used.

306.7.4 NEGLIGENT DISCHARGE

If firearm discharge is the result of negligence, the involved officer shall undergo remedial firearms training and qualification as determined by the Rangemaster.

306.8 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster or assigned lead instructor. All members attending will follow the directions of the Rangemaster. The Rangemasteror lead instructor will maintain a roster of all members attending the range and will submit the roster to the Training Lieutenant after each range date. Failure of any member to sign in and out with the Rangemaster may result in non-participation or non-qualification.

The range shall remain operational and accessible to department members during hours established by the Department.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until it has been inspected and approved by the Rangemaster.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Rangemaster shall complete and submit to the Training Lieutenant documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Lieutenant.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Officers must carry their Regional Transportation District Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).

(c) The Regional Transportation District Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Regional Transportation District Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and should include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her Regional Transportation District Police Department identification card whenever carrying such firearm.

(b) The officer is not the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

306.11 TRAINING

In addition to general training regarding the use of firearms, the Training Lieutenant shall ensure that training is provided on encounters with dogs in the course of duty as required by CRS § 29-5-112. At a minimum, the training must cover the policies and procedures adopted by this department.

306.11.1 ADDITIONAL REQUIREMENTS

Before being authorized to carry any firearm, members will be given access to and receive training on this policy and the Use of Force Policy. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review and understand both policies.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Officer Response to Calls

307.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to all emergency and non-emergency situations.

307.2 RESPONSE TO CALLS

Officers responding to any call shall proceed with due regard for the safety of all persons and property.

Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

Officers responding to a call as an emergency response shall continuously operate emergency lighting equipment and shall sound the siren as reasonably necessary (CRS § 42-4-108(3) and CRS § 42-4-213).

Responding with emergency lights and siren does not relieve the officer of the duty to drive with due regard for the safety of all persons and property and does not protect the officer from the consequences of reckless disregard for the safety of others (CRS § 42-4-108(4)).

The use of any other warning equipment without emergency lights and siren does not generally provide an exemption from the vehicle laws (CRS § 42-4-108(3)).

Officers should only respond to a call as an emergency response when so dispatched or when responding to circumstances the officer reasonably believes involves the potential for immediate danger to persons or property. Examples of such circumstances may include:

- An officer who requires urgent assistance.
- A burglary in process that appears to involve a threat to any person’s safety.
- A robbery in progress.
- A person brandishing a weapon.
- An apparent homicide.
- A suicide in progress.
- A fight, riot or other large disturbance involving or injuries.
- An assault or other violence in progress.
- A domestic dispute where injury is reasonably believed to be imminent, or has just occurred and the suspect is present.
- A kidnapping in progress.
- A traffic collision or other event involving a serious injury or the possibility of injury that may reasonably require immediate medical aid.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

307.3 REQUESTING EMERGENCY ASSISTANCE

Officers may request emergency assistance when they reasonably believe that there is an imminent threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

Where a situation has stabilized and emergency response is not required, the requesting officer shall promptly notify Transit Police Communications.

307.3.1 NUMBER OF UNITS PARTICIPATING

Normally, only those units reasonably necessary should respond to a call with an emergency response. The Shift Sergeant or the field supervisor should monitor all emergency responses and reduce or enhance the response as warranted.

307.4 INITIATING EMERGENCY CALL RESPONSE

If an officer believes an emergency response to any call is appropriate, the officer shall immediately notify Transit Police Communications. An emergency response of more than one unit should initiate notification of and coordination by Transit Police Communications to avoid any unanticipated intersecting of response routes.

An emergency response of more than one unit should initiate notification by Transit Police Communications to the Shift Sergeant or field supervisor. The Shift Sergeant or field supervisor will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

307.5 RESPONSIBILITIES OF THE RESPONDING OFFICER

Officers shall exercise sound judgment and care with due regard for life and property when responding to a call with an emergency response. During a call involving an emergency response officers may (CRS § 42-4-108(2)):

(a) Disregard regulations governing parking or standing when using a warning lamp.

(b) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.

(c) Exceed any speed limits provided this does not endanger life or property.

(d) Disregard regulations governing direction of movement or turning in specified directions.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The decision to continue as an emergency response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Transit Police Communications. An officer shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Upon determining that an emergency response is appropriate, an officer shall immediately give the location from which he/she is responding.

The first officer arriving at an emergency response scene should determine whether to increase or reduce the level of the response and notify Transit Police Communications of their determination. Any subsequent change in the appropriate response level should be communicated to Transit Police Communications by the officer in charge of the scene unless a supervisor assumes this responsibility.

307.5.1 EMERGENCY RESPONSE SPECIAL CONDITIONS

While performing certain emergency response tasks, the use of emergency lights or sirens may increase the danger to the responding officers or the public. In the following circumstances, officers may consider the appropriateness of an emergency response without siren, emergency lights or both:

(a) An officer is attempting to confirm his/her suspicion that a driver has violated the traffic code and there is no other reasonable suspicion or probable cause to stop the driver (CRS § 42-4-108(3)).

(b) An emergency response requires an element of stealth that would be defeated by the use of emergency lighting or siren. This response should use a siren and emergency lights until a stealth response without lights and siren is required, and the response should then continue accordingly.

Any emergency response without the use of emergency lights and siren shall be conducted with due regard for the safety of the public and property and the recognition that such a response may not provide an exemption from the vehicle laws (CRS § 42-4-108(3)).

Any emergency response without the use of lights or siren shall cease if the circumstances no longer warrant such a response.

307.6 COMMUNICATIONS RESPONSIBILITIES

A dispatcher shall ensure acknowledgment and response of assisting units when an officer requests emergency assistance or when the available information reasonably indicates that the public is threatened with serious injury or death and an immediate law enforcement response is needed. In all other circumstances, the dispatcher shall obtain authorization from the Shift Sergeant or a field supervisor prior to assigning an emergency response. The dispatcher shall:

(a) Attempt to assign the closest available unit to the location requiring assistance.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Immediately notify the Shift Sergeant.

(c) Confirm the location from which the unit is responding.

(d) Notify and coordinate outside emergency services (e.g., fire and ambulance).

(e) Continue to obtain and broadcast information as necessary concerning the response, and monitor the situation until it is stabilized or terminated.

(f) Control all radio communication during the emergency and coordinate assistance under the direction of the Shift Sergeant or field supervisor.

307.7 SUPERVISORY RESPONSIBILITIES

Upon being notified that an emergency response has been initiated, the Shift Sergeant or the field supervisor shall verify the following:

(a) The proper response has been initiated.

(b) No more than those units reasonably necessary under the circumstances are involved in the response.

(c) Affected outside jurisdictions are being notified as practicable.

The field supervisor shall, whenever practicable, monitor the response until it has been stabilized or terminated, and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency response, the Shift Sergeant or the field supervisor should consider the following:

- The type of call or crime involved
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

307.8 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and continue accordingly.

The officer shall notify the Shift Sergeant, field supervisor or Transit Police Communications of the equipment failure so that another unit may be assigned to the emergency response.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Canines

308.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community, including but not limited to locating individuals and contraband and apprehending criminal offenders.

308.2 POLICY

It is the policy of the Regional Transportation District Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

308.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Operations Division to function primarily in assist or cover assignments. However, they may be assigned by the Shift Sergeant to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such assignment is necessary, it should only be made with the approval of the Shift Sergeant.

308.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Operations Deputy Chief or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

(a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.

(b) Maintaining a liaison with the vendor kennel.

(c) Maintaining a liaison with command staff and functional supervisors.

(d) Maintaining a liaison with other agency canine coordinators.

(e) Maintaining accurate records to document canine activities.

(f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.

    1. Department vehicles assigned to canine handlers may display specific markings that identify them as canine vehicles.

(g) Scheduling all canine-related activities.

(h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

308.5 REQUESTS FOR CANINE TEAMS

Operations Division members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Operations Division shall be reviewed by the Shift Sergeant.

308.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Shift Sergeant and are subject to the following:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

(c) Calling out off-duty canine teams is discouraged.

(d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.

(e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

308.5.2 PUBLIC DEMONSTRATION

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

308.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.

(b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Shift Sergeant. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

308.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

(a) The nature and seriousness of the suspected offense.

(b) Whether violence or weapons were used or are anticipated.

(c) The degree of resistance or threatened resistance, if any, the suspect has shown.

(d) The suspect's known or perceived age.

(e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.

(f) Any potential danger to the public and/or other officers at the scene if the canine is released.

(g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

308.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

308.6.3 REPORTING DEPLOYMENTS, BITES, AND INJURIES

Handlers should document canine deployments in a canine use report. Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in the canine use report. The injured person shall be promptly treated by Emergency Medical Services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Law enforcement canines are generally exempt from impoundment and reporting requirements (CRS § 18-9-204.5).

308.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

(a) Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

(c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

308.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

308.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The search of vehicles, buildings, bags, and other articles.

(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

308.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

(a) Assisting in the search of a building, structure, area, vehicle, or article where an actual or suspected explosive device has been reported or located.

(b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).

(c) Preventive searches at special events, VIP visits, official buildings, and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.

(d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

308.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

(a) An officer who is currently off probation.

(b) Residing in an adequately fenced single-family residence (minimum 5-foot-high fence with locking gates).

(c) A garage that can be secured and can accommodate a canine vehicle.

(d) Living within 30 minutes travel time from the Regional Transportation District District limits.

(e) Agreeing to be assigned to the position for a minimum of three years.

308.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

(a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

(b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.

(c) When not in service, the handler shall maintain the canine vehicle in a locked garage, away from public view.

(d) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Regional Transportation District Police Department facility.

(e) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.

(f) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.

(g) When off-duty, the canine shall be in a kennel provided by the District at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.

(h) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.

(i) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Shift Sergeant.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(j) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Shift Sergeant.

(k) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

308.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

(a) A canine shall not be left unattended in any area to which the public may have access.

(b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

308.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming, and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the memorandum of understanding (29 USC § 207).

308.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Shift Sergeant as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

308.12 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics and/or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

All canine training shall be conducted while on-duty unless otherwise approved by the canine coordinator or Shift Sergeant.

308.12.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

(a) Canine teams should receive training as defined in the current contract with the Regional Transportation District Police Department canine training provider.

(b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.

(c) To ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department.

308.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

308.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler's and the canine's training file.

308.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using, or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Regional Transportation District Police Department may work with outside trainers with the applicable licenses or permits.

308.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws and comply with applicable state requirements (21 USC § 823(g); CRS § 27-80-209).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Regional Transportation District Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

308.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

(a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

(b) The weight and test results shall be recorded and maintained by this department.

(c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

(d) All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.

(e) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

(f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

(g) Any unusable controlled substance training samples shall be returned to the Property and Evidence Bureau or to the dispensing agency.

All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

308.12.7 EXPLOSIVE TRAINING AIDS

Officers may possess, transport, store, or use explosives or destructive devices in compliance with state and federal laws (18 USC § 842; 27 CFR 555.41; 7 CCR 1101-9:1-4).

Explosive training aids designed specifically for canine teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

(a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.

(b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.

(c) The canine coordinator shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) Only members of the canine team shall have access to the explosive training aids storage facility.

(e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.

(f) Any lost or damaged explosive training aids shall be promptly reported to the canine coordinator, who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Domestic Violence

309.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

309.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

309.2 POLICY

The Regional Transportation District Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

309.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

309.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Detective Bureau in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Whether the suspect lives on the premises with the victim.
2. Claims by the suspect that the victim provoked or perpetuated the violence.
3. The potential financial or child custody consequences of arrest.
4. The physical or emotional state of either party.
5. Use of drugs or alcohol by either party.
6. Denial that the abuse occurred where evidence indicates otherwise.
7. A request by the victim not to arrest the suspect.
8. Location of the incident (public/private).
9. Speculation that the complainant may not follow through with the prosecution.
10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
11. The social status, community status, or professional position of the victim or suspect.

309.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.

(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

309.4.2 IF NO ARREST IS MADE

If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.

2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).

(b) Document the resolution in a report.

309.5 VICTIM ASSISTANCE

Victims may be traumatized or confused. Officers should:

(a) Recognize that a victim's behavior and actions may be affected.

(b) Provide the victim with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.

(c) Alert the victim to any available victim advocates, shelters and community resources.

(d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.

(e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.

(f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.

(g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(h) Seek or assist the victim in obtaining an emergency order if appropriate.

309.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

309.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

309.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

309.8.1 VERIFICATION OF TRIBAL PROTECTION ORDERS

If any party to a domestic dispute is a member of a tribe or consider themselves a Native American person, officers should ask whether there are any protection orders from a tribal court.

Officers should take reasonable steps to verify the protection order, including calling the relevant tribe's dispatch line, and not rely solely on National Crime Information Center or other databases.

309.9 LEGAL MANDATES AND RELEVANT LAWS

Colorado law provides for the following:

309.9.1 STANDARDS FOR ARRESTS

Officers investigating a domestic violence report should consider the following:

(a) If an officer has probable cause to believe an offender has committed an offense of domestic violence, an arrest shall be made (CRS § 18-6-803.6).

(b) An officer is not required to arrest both parties involved in an alleged act of domestic violence when both claim to have been victims of such domestic violence (CRS § 18-6-803.6). If an officer receives complaints of domestic violence from two or more

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

opposing persons, the officer shall evaluate each complaint separately to determine if a crime has been committed by one or more persons.

(c) In determining whether a crime has been committed by one or more persons, the officer shall consider the following (CRS § 18-6-803.6):

1. Any prior complaints of domestic violence.
2. The relative severity of the injuries inflicted on each person.
3. The likelihood of future injury to each person.
4. The possibility that one of the persons acted in self-defense.

(d) Unless impractical, if probable cause exists to believe an offender has violated a court order and that such offender had notice of the court order, an arrest shall be made (CRS § 18-6-803.5). If the circumstances make arrest impractical, the officer shall seek a warrant of arrest for the offender (CRS § 18-6-803.5).

(e) If a restrained person is arrested for violating or attempting to violate any provision of a court order, the arresting officer shall make all reasonable efforts to contact the protected party to notify him/her of such arrest (CRS § 18-6-803.5).

309.9.2 REPORTS AND RECORDS

In the event that an individual is arrested by the Regional Transportation District Police Department for violating a court order, the Records Manager shall forward to the issuing court a copy of the arrest report, a list of witnesses to the violation, and, if applicable, a list of any charges filed or requested against the restrained person. The Records Manager shall also ensure that a copy of the same information is provided to the protected party. The agency shall delete the address and telephone number of a witness from the list sent to the court upon request of such witness, and such address and telephone number shall not thereafter be made available to any person, except law enforcement officials and the prosecuting agency, without order of the court (CRS § 18-6-803.5).

If a restrained person is on bond in connection with a violation or attempted violation of a protection order in this or any other state and is subsequently arrested by the Regional Transportation District Police Department for violating or attempting to violate a protection order, the Records Manager shall notify the prosecuting attorney so that a motion may be filed with the court that issued the prior bond for the revocation of the bond and for the issuance of a warrant, if appropriate (CRS § 18-6-803.5).

309.9.3 SERVICE OF COURT ORDERS

Officers responding to a domestic violence call who encounter a person named in a court order that has not been otherwise served shall serve the person with a copy of the order (CRS § 13-14-107).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Search and Seizure

310.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Regional Transportation District Police Department personnel to consider when dealing with search and seizure issues.

310.2 POLICY

It is the policy of the Regional Transportation District Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

310.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

310.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.
2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

310.5 DOCUMENTATION

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and Department policy have been met.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Temporary Custody of Juveniles

311.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Regional Transportation District Police Department (34 USC § 11133).

311.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for the juvenile's own safety or welfare. Juvenile non-offenders include a juvenile taken into protective custody for being under the influence or incapacitated by substances and clearly dangerous to the health and safety of the juvenile under CRS § 27-81-111, and any runaway taken into temporary custody under CRS § 19-3-401. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for the juvenile's protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

Juvenile offender - A juvenile under 18 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (CRS § 19-1-103(21); CRS § 19-1-103(88)). Juvenile offenders include juveniles taken into custody for possession of a handgun under CRS § 18-12-108.5 (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Safety checks - Direct visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile handcuffed to a rail.

(c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) A juvenile being processed in a secure booking area when an unsecure booking area is available.

(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

(g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

311.2 POLICY

The Regional Transportation District Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Regional Transportation District Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

311.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at the Regional Transportation District Police Department. These include:

(a) Unconsciousness or having been unconscious while being taken into custody or transported.

(b) Serious injuries or a medical condition requiring immediate medical attention.

(c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Civil Commitments Policy).

1. If the officer taking custody of a juvenile believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.

(d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(e) Extremely violent or continuously violent behavior.

(f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation.

These juveniles should not be held at the Regional Transportation District Police Department unless they have been evaluated by a qualified medical and/or mental health professional.

311.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Regional Transportation District Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Regional Transportation District Police Department without authorization of the arresting officer's supervisor or the Shift Sergeant. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile’s parent, legal guardian, or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable. In no event shall a juvenile be held beyond six hours from the time of his/her entry into the Regional Transportation District Police Department (34 USC § 11133).

311.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Regional Transportation District Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

311.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

311.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Regional Transportation District Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

311.4.4 PETTY OFFENSE TICKETS

Offenders 10 years of age or older who have committed an offense that would be a petty offense or municipal ordinance violation if committed by an adult may be issued a petty offense ticket. The Regional Transportation District Police Department shall maintain annual data on the petty

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

offense tickets issued, including the age, ethnicity, and gender of each juvenile ticketed and the disposition of each ticket (CRS § 19-2.5-208).

311.4.5 REQUIREMENTS FOR CUSTODY OF JUVENILE OFFENDERS

A juvenile offender may be taken into temporary custody (CRS § 19-2.5-209):

(a) When there are reasonable grounds to believe that the juvenile has committed a violation of a statute, ordinance, or court order that would subject an adult to an arrest.

(b) Pursuant to a lawful warrant issued by a court pursuant to CRS § 19-2.5-204.

A juvenile offender shall not be held longer than is reasonably necessary to obtain basic identification information and to contact the juvenile's parents, guardian, or legal custodian (CRS § 19-2.5-303).

The juvenile shall be released to the care of the juvenile's parents or other responsible adult unless a determination is made in accordance with CRS § 19-2.5-303 that the juvenile poses a substantial risk of flight from prosecution or of serious harm to others.

If the juvenile is not released to the care of the juvenile's parents or other responsible adult, the juvenile shall be taken directly to the court, a detention facility, or shelter designated by the court, or a preadjudication service program without unnecessary delay (CRS § 19-2.5-303).

As an alternative to taking a juvenile offender to a detention facility or shelter, an officer may, if authorized by policy of the court, serve a written promise to appear for juvenile proceedings upon the juvenile and the juvenile's parent, guardian, or legal custodian (CRS § 19-2.5-303).

When a juvenile is not released pending charges, the officer shall:

- Notify the screening team for the judicial district in which the juvenile was taken into custody (CRS § 19-2.5-303).
- Promptly provide to the court and to defense counsel the affidavit supporting probable cause for the arrest and a copy of the arrest report if available (CRS § 19-2.5-305).

311.5 ADVISEMENTS

The screening team for the judicial district generally notifies the juvenile's parent, guardian, or legal custodian that, if the juvenile is placed in detention or a temporary holding facility, all parties have a right to a prompt hearing to determine whether the juvenile is to be further detained. The notification may be made to a person with whom the juvenile is residing if a parent, guardian, or legal custodian cannot be located. If the screening team is unable to make the notification, officers may make it (CRS § 19-2.5-303).

311.5.1 REPORTING

The Records Manager shall ensure incidents that result in a citation, summons, arrest or custody of a juvenile that occurs on public school grounds or vehicles, or at school activities or events are reported to the Division of Criminal Justice (DCJ) as required by CRS § 22-32-146. The reports shall be in the format provided by DCJ and include:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) The juvenile's full name, date of birth, race, ethnicity and gender.

(b) The name of the school where the incident occurred or the name of the school that either operated the vehicle or held the activity or event.

(c) The date the juvenile was arrested, taken into custody or issued a summons or ticket.

(d) The arrest or incident report number assigned by the Regional Transportation District Police Department.

(e) The most serious offense for which the juvenile was arrested, issued a summons or ticket, based on the National Crime Information Center (NCIC) crime code.

(f) The type of weapon involved, if any, for offenses classified under the NCIC incident-based reporting system as group A offenses.

(g) The originating reporting identifier of the Regional Transportation District Police Department.

311.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

(a) Identifying information about the juvenile.

(b) Date and time of arrival and release from the Regional Transportation District Police Department.

(c) Shift Sergeant notification and approval to temporarily hold the juvenile.

(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender, or non-offender.

(e) Any changes in status (e.g., emergency situations, unusual incidents).

(f) Time of all welfare checks.

(g) Any medical and other screening requested and completed.

(h) Circumstances that justify any secure custody.

(i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Shift Sergeant shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

311.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Regional Transportation District Police Department shall maintain a constant, immediate, side-by-side presence with the

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

311.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Regional Transportation District Police Department shall ensure the following:

(a) The Shift Sergeant is notified if it is anticipated that a juvenile may need to remain at the Regional Transportation District Police Department more than four hours. This will enable the Shift Sergeant to ensure no juvenile is held at the Regional Transportation District Police Department more than six hours.

(b) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.

    1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

    2. This does not apply to surreptitious and legally obtained recorded interrogations.

(c) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(d) Personal visual checks and significant incidents/activities are noted on the log.

(e) There is reasonable access to toilets and wash basins.

(f) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

(g) There is reasonable access to a drinking fountain or water.

(h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(i) There is privacy during family, guardian, and/or attorney visits.

(j) Juveniles are generally permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(k) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

    1. The supervisor should ensure that there is an adequate supply of clean blankets.

(l) Adequate shelter, heat, light, and ventilation are provided without compromising security or enabling escape.

(m) Adequate furnishings are available, including suitable chairs or benches.

(n) Juveniles have the right to the same number of telephone calls as an adult in custody (see the Temporary Custody of Adults Policy).

(o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

311.9 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

311.10 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Regional Transportation District Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Shift Sergeant. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored in such a way as to protect the juvenile from abuse.

311.10.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

311.11 PERSONAL PROPERTY

The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

311.12 SECURE CUSTODY

Only juvenile offenders 14 years of age or older may be placed in secure custody. Shift Sergeant approval is required before placing a juvenile offender in secure custody (CRS § 19-2.5-305).

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to the juvenile or others.

Members of this department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. A member must be present at all times to ensure the juvenile’s safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

311.12.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure to ensure there are no weapons or contraband and that the area is clean and sanitary. An

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

inspection should be conducted when he/she is released. Any damage noted to the area should be photographed and documented.

The following requirements shall apply:

(a) Anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces, and jackets, shall be removed.

(b) The juvenile shall constantly be monitored by an audio/video system during the entire custody.

(c) Juveniles shall have constant auditory access to department members.

(d) The juvenile's initial placement into and removal from a locked enclosure shall be logged.

(e) Unscheduled safety checks by department members shall occur no less than every 15 minutes.

1. All safety checks shall be logged.
2. The safety check should involve questioning the juvenile as to his/her well-being.
3. Juveniles who are sleeping or apparently sleeping should be awakened.
4. Requests or concerns of the juvenile should be logged.

(f) Males and females shall not be placed in the same locked room.

(g) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).

(h) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

311.13 VISITATION

Juveniles who are in temporary custody in the facility will be allowed initial visits at any time by the parents, guardians and/or attorneys. Subsequent visits shall be as unrestrictive as reasonably practicable.

311.14 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE

The Operations Deputy Chief will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Regional Transportation District Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate.

(b) Immediate notification of the on-duty supervisor, Shift Sergeant, Chief of Police, and Criminal Investigations Deputy Chief.

(c) Notification of the parent, guardian, or person standing in loco parentis of the juvenile.

(d) Notification of the appropriate prosecutor.

(e) Notification of the General Counsel.

(f) Notification of the Coroner.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(g) Notification of the juvenile court.

(h) Evidence preservation.

311.15 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation.

In any case where a juvenile is taken into temporary custody, officers should not attempt to interview or interrogate an unemancipated juvenile offender or status offender unless one of the following occurs (CRS § 19-2.5-203):

(a) A public defender or other counsel representing the juvenile is present.

(b) A parent, guardian, or legal or physical custodian of the juvenile is present and the juvenile and the juvenile's parent, guardian, or legal or physical custodian are advised of the following:

1. The juvenile's right to remain silent
2. That any statements made may be used against the juvenile in a court of law
3. The juvenile’s right to the presence of an attorney during the interrogation
4. The juvenile’s right to have counsel appointed if the juvenile so requests at the time of the interrogation

(c) The juvenile and the juvenile's parent, guardian, or legal or physical custodian have been fully advised of the juvenile's right and have expressly waived in writing the requirement that they be present during the juvenile's interrogation.

311.15.1 MANDATORY RECORDINGS OF JUVENILES

Any interrogation of a juvenile who is in custody shall be audio and video recorded in accordance with CRS § 16-3-601 when the interview takes place at any Regional Transportation District Police Department facility, jail, or other permanent detention facility (CRS § 19-2.5-203).

311.15.2 UNTRUTHFUL COMMUNICATIONS TO JUVENILES

Officers should not knowingly communicate untruthful information or beliefs to a juvenile during a custodial interrogation in order to obtain a statement or admission (CRS § 19-2.5-203).

311.16 RESTRICTION ON FINGERPRINTING

The following juvenile offenders may be fingerprinted:

(a) A juvenile offender held for committing any of the following (CRS § 19-2.5-207):

1. A felony
2. A Class 1 misdemeanor
3. A misdemeanor under CRS § 42-4-1301 (driving under the influence or while impaired)
4. A crime that includes an act of domestic violence as defined in CRS § 18-6-800.3(1)

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) A juvenile who has not been fingerprinted prior to the juvenile's first appearance before the court and has been ordered by the court to report for fingerprinting (CRS § 19-2.5-608)

311.17 TRAINING

Department members should be trained on and familiar with this policy and any supplemental procedures.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Adult Abuse

312.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Regional Transportation District Police Department members as required by law.

312.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

312.2 POLICY

The Regional Transportation District Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

312.3 MANDATORY NOTIFICATION

Members of the Regional Transportation District Police Department should notify the county department of human or social services when the member (CRS § 26-3.1-102):

(a) Observes the mistreatment or self-neglect of an at-risk adult.

(b) Has reasonable cause to believe that an at-risk adult has been mistreated or is self-neglecting.

(c) Has reasonable cause to believe that an at-risk adult is in imminent risk of mistreatment or self-neglect.

Cross reporting to social services is mandatory for at-risk adults who have an intellectual and developmental disability or are seventy years of age or older (CRS § 18-6.5-102; CRS § 18-6.5-108).

For purposes of notification, mistreatment includes abuse, neglect, exploitation, or any act by a person with a relationship to the at-risk adult even when it does not rise to the level of abuse, caretaker neglect, or exploitation but causes harm to the health, safety, or welfare of an at-risk adult (CRS § 26-3.1-101).

Notification is not required for someone who was merely present when a qualified person self-administered a prescribed medical aid-in-dying medication (CRS § 25-48-116).

312.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (CRS § 26-3.1-102; CRS § 18-6.5-108):

(a) Notification should occur as soon as practicable.

(b) Written report should be forwarded within 24 hours.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) The report should contain the following, if known:

1. The name, address, and age of the adult victim.
2. The name and address of the adult's caretaker, if any.
3. The nature and extent of any injuries.
4. The nature and extent of the condition that may reasonably result in abuse.

312.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (CRS § 26-3.1-103).

312.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(j) Whether a death involved the Colorado End-of-Life Options Act (CRS § 25-48-119):

(a) Whether an individual knowingly or intentionally forged or altered a request for medical aid-in-dying medication to end an individual's life without the individual's authorization.

(b) Whether an individual knowingly or intentionally concealed or destroyed a rescission of a request for medical aid-in-dying medication.

(c) Whether an individual knowingly or intentionally coerced or exerted undue influence on a person with a terminal illness to request medical aid-in-dying medication or to destroy a rescission of a request for such medication.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

312.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact the county department of human or social services. Generally, removal of an adult abuse victim from his/her family, guardian, or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered the county department of human or social services.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control or have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

312.7 INTERVIEWS

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

312.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

312.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

312.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, his/her guardian, or the agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, or agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

312.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

312.9.1 SUPERVISOR RESPONSIBILITIES

The Detective Bureau supervisor should:

(a) Work with professionals from the appropriate agencies, including the county department of human or social services, other law enforcement agencies, medical service providers, and local prosecutors, to develop community-specific procedures

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Detective Bureau supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social, and other conditions that may affect the adult.

312.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Detective Bureau supervisor so an interagency response can begin.

312.10 STATE MANDATES AND OTHER RELEVANT LAWS
Colorado requires or permits the following:

312.10.1 RECORDS BUREAU RESPONSIBILITIES
The Records Bureau is responsible for (CRS § 26-3.1-102; CRS § 18-6.5-108):

(a) Providing a copy of the adult abuse report to social services as required by law.

(b) Retaining the original adult abuse report with the initial case file.

312.10.2 RELEASE OF REPORTS
Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (CRS § 26-3.1-102).

312.11 TRAINING
The Department shall provide training on best practices in adult abuse investigations to members tasked with investigating these cases (CRS § 24-31-313; CRS § 26-3.1-106). The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Discriminatory Harassment

313.1 PURPOSE AND SCOPE

This policy is intended to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

313.2 POLICY

The Regional Transportation District Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against members in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

313.3 DEFINITIONS

Definitions related to this policy include:

313.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

313.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

313.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position, or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

313.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Colorado Civil Rights Division.

(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

313.4 RESPONSIBILITIES

This policy applies to all department members. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Chief People Officer, or the General Manager & CEO.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

313.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Chief People Officer, or the General Manager & CEO for further information, direction, or clarification.

313.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief of Police or the Chief People Officer in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

313.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

(a) Behavior of supervisors and managers should represent the values of the Department and professional standards.

(b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

313.4.4 RESPONSIBILITIES UPON RECEIPT OF COMPLAINT

Upon receipt or notification of a complaint filed with the Colorado Civil Rights Division, the Chief of Police or the authorized designee shall assign the complaint for action. The person assigned the complaint is responsible to ensure completion of the following (CRS § 24-34-301, et seq.):

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Provide a written answer to the complaint within the time required after receiving it.

(b) Supply and explain all relevant information, data, or papers upon request.

(c) Respond to all telephone or mail inquiries from the Colorado Civil Rights Division.

(d) Attend all meetings, hearings, or fact-finding conferences when requested.

313.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

313.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

313.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The member assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but not be limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Chief People Officer, or the General Manager & CEO.

313.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

313.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Chief of Police (CRS § 24-34-408).

The outcome of all reports shall be:

- Approved by the Chief of Police or the authorized designee, the General Manager & CEO, or the Chief People Officer, depending on the ranks of the involved parties.
- Maintained for a minimum or five years and in accordance with the established records retention schedule (CRS § 24-34-408).

313.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

313.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Child Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when RTD Transit Police Division members are required to notify the proper county department of suspected child abuse.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement (CRS § 19-3-304; CRS § 19-1-103).

314.2 POLICY

The Regional Transportation District Police Department will investigate all reported incidents of alleged criminal child abuse and ensure the county department of human or social services is notified as required by law.

314.3 MANDATORY NOTIFICATION

Members of the Regional Transportation District Police Department within the course and scope of their duties shall notify the county department of human or social services when (CRS § 19-1-103; CRS § 19-3-304; CRS § 19-3-308):

(a) They have reasonable cause to know or suspect that a child has been subjected to abuse or neglect or is in circumstances or conditions that would reasonably result in abuse or neglect.

(b) They receive a report of a known or suspected incident of interfamilial abuse or neglect.

(c) They reasonably believe that the protection and safety of a child is at risk due to an act or omission on the part of persons responsible for the child's care.

(d) They receive a report of third-party abuse or neglect in which the person allegedly responsible for such abuse or neglect is under age 10.

(e) They have probable cause to believe a child is a victim of human trafficking of a minor for sexual servitude (CRS § 18-3-504; CRS § 18-7-201.4).

For purposes of notification, abuse and neglect are acts or omissions that threaten the health or welfare of a child, including but not limited to suspicious injuries such as bruising, bleeding, or burns; sex offenses; emotional abuse; failure to provide adequate food, clothing, or care; or exposure to dangerous environments (CRS § 19-1-103).

Interfamilial abuse includes acts by a child's parent, stepparent, guardian, legal custodian, or relative, by a spousal equivalent, or by any other person who resides in the child's home or who

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

is regularly in the child's home for the purpose of exercising authority over or care for the child (CRS § 19-1-103).

Officers shall take into account accepted child-rearing practices of the culture in which the child participates, including but not limited to accepted work-related practices of agricultural communities, in determining abuse. Abuse does not include a reasonable exercise of parental discipline or acts that are reasonably necessary to subdue a child who is being taken into custody by law enforcement officers (CRS § 19-1-103).

314.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (CRS § 19-3-307; CRS § 19-3-308):

(a) Notifications shall be made as soon as practicable, but no later than twenty-four hours after receiving the information to the county department of human or social services.

(b) A written summary of the investigation or case report shall be forwarded without delay to the county department of human or social services upon completion of any investigation undertaken.

(c) Notification, when possible, shall include (CRS § 19-3-307):

1. The name, address, age, sex, and race of the child.
2. The nature and extent of the child's injuries, including any evidence of previous cases of known or suspected abuse or neglect of the child or the child's siblings.
3. Any evidence of known domestic violence or intimate partner violence in the child's home, including any evidence of previous cases of known domestic or intimate partner violence in the child's home.
4. The names and addresses of the persons responsible for the suspected abuse or neglect, if known.
5. The family composition.
6. The source of the report and the name, address, and occupation of the person making the report.
7. Any action taken by the reporting source.
8. Any other information that the person making the report believes may be helpful.
9. The military affiliation of the person suspected of committing the abuse or neglect if the person is a member of the armed forces or is a spouse, significant other, or family member residing in the home of a member of the U.S. armed forces.

An investigating officer and the officer's supervisor shall notify the school district superintendent when there is a reasonable belief that an incident of abuse or neglect has been committed by a person acting in their official capacity as an employee of the school district (CRS § 19-3-308).

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Conduct interviews in child-appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

314.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

Unless unavailable, the county department of human or social services shall be the agency responsible for the coordination of all investigations of all reports of known or suspected incidents of interfamilial abuse or neglect (CRS § 19-3-308).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

This agency shall have the responsibility for the coordination and investigation of all reports of third-party abuse or neglect alleged to have been committed by persons 10 years of age or older (CRS § 19-3-308).

When the investigation involves a suspect who was acting in his/her official capacity as an employee of a school district, the investigating officer shall coordinate such investigation with any concurrent abuse investigation being conducted by the Department of Education or the school district to the extent that such coordination is possible and deemed appropriate (CRS § 19-3-308).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

314.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact the county department of human or social services. Generally, removal of a child from his/her family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to the county department of human or social services.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (CRS § 19-3-401):

(a) When a court order has been issued authorizing the removal of a child.

(b) Without a court order when the child is seriously endangered in his/her surroundings or seriously endangers others and immediate removal appears to be necessary for the child's protection or the protection of others.

    1. A child shall be removed from his/her home and placed in protective custody if an emergency exists because the child is seriously endangered, as described above, the safety or well-being of the child is immediately at issue, and there is no other reasonable way to protect the child without removing the child from his/her home.

(c) Without a court order when an arrest warrant has been issued for the child's parent or guardian on the basis of an alleged violation of CRS § 18-3-304.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) A seriously endangered newborn child (less than 72 hours old) may be detained in a hospital, without a warrant, by an officer upon the recommendation of the county department of human or social services, a physician, a registered nurse, a licensed practical nurse, or a physician's assistant, while an order of the court pursuant to CRS § 19-3-405(1) is being pursued. The newborn child must be released if a court order is denied.

314.6.1 COURT ORDERS

Unless already being addressed by the county department of human or social services, an officer should apply for a court order prior to taking a child into protective custody or as soon as practical thereafter when the officer (CRS § 19-3-405):

(a) Believes that the circumstances or conditions of the child are such that continuing in his/her place of residence or in the care and custody of the person responsible for the child's care and custody would present a danger to that child's life or health in the reasonably foreseeable future.

(b) Believes that the child is able to remain safely in his/her place of residence or in the care and custody of the person responsible for the child's care and custody only if certain emergency protection orders are entered.

314.6.2 RELATED NOTIFICATIONS

If the county department of human or social services is unable to take custody of a child, officers taking a child into protective custody shall (CRS § 19-3-402):

(a) Deliver the child, without unnecessary delay, directly to the court or to a place designated by the court.

(b) At the earliest opportunity, notify the court that the child has been taken into protective custody.

(c) Promptly file a brief written report with the court and any agency or person so designated by the court stating the facts that led to the child being taken into custody and the reason why the child was not released.

Whenever a child is taken into temporary protective custody, the child's parent, guardian, or legal custodian shall be notified without unnecessary delay (CRS § 19-3-402(1)). The notification shall include information regarding the right to a hearing.

314.6.3 SAFE HAVEN ACT PROVISIONS

A parent is not guilty of child abuse as defined in CRS § 18-6-401 if the parent surrenders his/her newborn infant (72 hours old or younger) to an on-duty firefighter or staff member at a hospital or community clinic emergency center under the safe haven provisions of CRS § 19-3-304.5. A supervisor and the county department of human or social services should be notified without delay.

314.7 INTERVIEWS

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

314.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

314.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW
An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:
    1. A reasonable belief that medical issues of the child need to be addressed immediately.
    2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
    3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
(b) A court order or warrant has been issued.

314.8 MEDICAL EXAMINATIONS
If the child has been the victim of abuse that requires a medical examination, the investigating officerfrom the local jurisdiction should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, the investigating officer from the local jurisdiction should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

314.9 DRUG-ENDANGERED CHILDREN
A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES
The Detective Bureau Supervisor should:

(a) Work with professionals from the appropriate agencies, including the county department of human or social services, other law enforcement agencies, medical

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

service providers, and local prosecutors to develop community-specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Detective Bureau Supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social, and other conditions that may affect the child.

314.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Detective Bureau Supervisor so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

Colorado requires or permits the following:

314.10.2 CHILD FATALITY PREVENTION REVIEW TEAMS

Local review teams are entitled to access all investigative information of law enforcement agencies/divisions/office regarding the death of a child. This Division shall cooperate fully with any such team and investigation (CRS § 25-20.5-404; CRS § 25-20.5-408(1)).

314.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (CRS § 19-1-307; CRS § 24-72-304).

314.10.3 SERVICE OF PROTECTION ORDER

Officers responding to a call for assistance who determine that a civil protection order has been issued and that the restrained person has not been personally served, shall serve the restrained person with a copy of the order (CRS § 19-1-104).

314.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Missing Persons

315.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

315.1.1 DEFINITIONS

Definitions related to this policy include:

At risk - Includes persons who have dementia or related disability (as defined in CRS § 25-1-502), who have a verified developmental disability, or who are 60 years of age or older and have a verified impaired mental condition, whose whereabouts are unknown, and whose disappearance poses a credible threat to the safety and health of the person (CRS § 24-33.5-415.8). This term also includes persons who:

(a) Are 13 years of age or younger.

(b) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:

1. Out of the zone of safety for their chronological age and developmental stage
2. Mentally or behaviorally disabled
3. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening
4. Absent from home for more than 24 hours before being reported to law enforcement as missing
5. In a life-threatening situation
6. In the company of others who could endanger their welfare
7. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
8. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk

(c) Are children under the legal custody of the Colorado Department of Human Services or a county department of human or social services (CRS § 19-1-115.3).

(d) Are Indigenous persons, regardless of whether the person is an adult or child (CRS § 16-2.7-103; CRS § 24-33.5-431).

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown. This includes persons whose safety or welfare is the subject of concern (CRS § 16-2.7-101(2)).

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the National Missing and Unidentified

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Persons System (NamUs), the Colorado Crime Information Center (CCIC), and the Colorado Bureau of Investigation (CBI).

315.2 POLICY

The Regional Transportation District Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Regional Transportation District Police Department gives missing person cases priority over property-related cases and does not require a specific amount of time to have passed before beginning a missing person investigation.

315.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Detective Bureau supervisor shall ensure the following forms and kits are developed and available:

- Missing person report form
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing person school notification form
- Medical records release form
- Biological sample collection kits

315.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

315.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable.

(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

(c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast a "Be on the Look-Out (BOLO) bulletin" if the person is under 18 years of age or there is evidence that the missing person is at risk. The BOLO should be

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 18 years of age or may be at risk.

(e) Ensure that entries are made into the appropriate missing person networks, as follows:

1. Immediately, when the missing person is at risk.
2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report (34 USC § 41308).

(f) Complete the appropriate report forms accurately and completely and initiate a search as applicable according to the facts.

(g) Collect and/or review:

1. A photograph and fingerprint card of the missing person, if available.
2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(h) When circumstances permit and if appropriate, attempt to determine the missing person's location through their telecommunications carrier (CRS § 18-9-312).

1. If the officer has probable cause to believe the missing person is at risk of death or serious bodily injury, a supervisor should be notified and should determine whether to order the telecommunication provider to disclose the missing person's location information without a court order.
2. The supervisor shall ensure that a court order is obtained within 48 hours of the initial request for the location information.

(i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

315.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

315.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

1. The reports should be promptly sent to the Records Bureau.

(b) Ensuring resources are deployed as appropriate.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing persons networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

315.6.2 RECORDS BUREAU RESPONSIBILITIES

The responsibilities of the Records Bureau receiving member shall include but are not limited to:

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.

(b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.

(c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.

(d) Forwarding a copy of the report to the Detective Bureau.

(e) Coordinating with the NCIC Terminal Contractor for Colorado to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

315.7 DETECTIVE BUREAU FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.

1. The notice shall be in writing and should also include a photograph.

2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.

(b) Should re-contact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) Shall verify and update CCIC, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Coroner.

(h) Should obtain and forward medical and dental records, photos, X-rays, and biological samples, as applicable.

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the Colorado Bureau of Investigation and enter the photograph into applicable missing person networks (34 USC § 41308).

(j) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

315.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

The Records Manager should ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Notification is made to CBI.

(b) A missing child’s school is notified.

(c) Entries are made in the applicable missing person networks.

(d) When a person is at risk, the fact that the person has been found should be reported within 24 hours to CBI.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

315.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying themself should:

(a) Obtain a complete description of the person.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Enter the unidentified person's description into the NCIC Unidentified Person File and the NamUs database.

(c) Use available resources, such as those related to missing persons, to identify the person.

315.9 CASE CLOSURE

The Detective Bureau supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

(b) If the missing person is a resident of Regional Transportation District or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

315.10 TRAINING

Subject to available resources, the Training Lieutenant should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., Internet use, cell phone use).

(n) Media relations.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Public Alerts

316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

316.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

316.3 RESPONSIBILITIES

316.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Regional Transportation District Police Department should notify their supervisor, Shift Sergeant or Detective Bureau Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

316.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Deputy Chief and the Chief Communications Officer(or their designee) when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

(a) Updating alerts

(b) Canceling alerts

(c) Ensuring all appropriate reports are completed

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Deputy Chief

316.4 AMBER ALERTS

America's Missing: Broadcast Emergency Response (AMBER Alert™) is the recruitment of public assistance to locate an abducted child via a widespread media alert using the statewide Emergency Alert System (EAS). Utilizing local radio, television and press affiliates, the public will be notified of the circumstances of a child's abduction and how it can assist law enforcement in the child's recovery.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The goal of the AMBER Alert program is the safe return of an abducted child by establishing an effective partnership between the community, the media and law enforcement (CRS § 24-33.5-415.7).

316.4.1 CRITERIA

An AMBER Alert may be activated by a law enforcement agency if (CRS § 24-33.5-415.7(2)):

(a) The child is 17 years of age or younger.

(b) The Department determines the child has been abducted.

(c) There is a credible threat to the safety and health of the child.

(d) The Department has sufficient descriptive information about the child or the person who is suspected of abducting the child, or other pertinent information, to believe a broadcast will assist in the recovery of the child.

316.4.2 PROCEDURE

In the event of a confirmed child abduction, the following procedures shall be followed:

(a) In consultation with the Chief Communications Officer(or their designee), the Detective Bureau Supervisor will prepare an initial press release that includes all available information that might aid in locating the child, such as:

1. The child's identity, age and description.
2. Photograph if available.
3. The suspect's identity, age and description, if known.
4. Pertinent vehicle description.
5. Details regarding time of the abduction, location of incident, direction of travel, potential destinations, if known.
6. Whether there is reason to believe the suspect has a relationship to the victim.
7. Name and telephone number of the Chief Communications Officer or other authorized individual to handle the media.
8. Telephone number of the Colorado Bureau of Investigation to call for further information.
9. A telephone number for the public to call with leads or information.

(b) The Chief Communications Officer(or their designee), Shift Sergeant or Detective Bureau Supervisor will notify the Colorado Bureau of Investigation. After the information is checked, an AMBER Alert will be issued and the Colorado statewide EAS will be activated.

(c) Fax the press release to the local television and radio stations.

(d) The individual responsible for making notifications shall also consider the following resources as the circumstances dictate:

1. Colorado State Patrol

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

2. FBI local office
3. Prompt entry of information into the U.S. Department of Justice Missing Person System/National Crime Information Center (NCIC)
4. National Center for Missing and Exploited Children (NCMEC) (800-843-5678)
5. Department internet sites, communications and resources

(e) As additional information pertinent to the case becomes available, it shall be forwarded to the Colorado Bureau of Investigation.

(f) The investigation unit supervisor investigating the abduction or other individual responsible for making notifications shall prepare and forward to the previously described locations additional information regarding the search and investigation.

(g) Upon closure of the child abduction, because the child has been found, or the end of the notification period, the investigation unit supervisor shall immediately notify the Colorado Bureau of Investigation with pertinent information (CRS § 24-33.5-415.7(4)).

(h) After 24 hours the investigation unit supervisor investigating the abduction or other individual responsible for making notifications shall assess the need to continue the AMBER Alert.

316.5 BLUE ALERTS

Blue Alerts are for those instances where a person has killed or inflicted a life-threatening injury upon a peace officer. The Blue Alert program is a coordinated effort among the Colorado Bureau of Investigation, local law enforcement agencies and the state's public and commercial television and radio broadcasters (CRS § 24-33.5-416.5; 8 CCR 1507-27).

316.5.1 CRITERIA

Supervisors may request a Blue Alert when a peace officer has been killed or has received a life-threatening injury and the suspect or suspects have fled the scene of the offense (CRS § 24-33.5-416.5).

316.5.2 PROCEDURE

A supervisor, after confirming that the criteria for a Blue Alert have been met, may notify the Colorado Bureau of Investigation and request a Blue Alert broadcast.

316.6 SENIOR CITIZEN/PERSON WITH DEVELOPMENTAL DISABILITIES/DEMENTIA ALERT

To aid in the identification and location of missing senior citizens and missing persons with developmental disabilities or dementia disease, the Colorado Legislature created the Missing Senior Citizen, Missing Person with Developmental Disabilities, and Missing Person with Dementia and Related Disability Alert Program. This program is a coordinated effort among the Colorado Bureau of Investigation, local law enforcement agencies, and the state's public and commercial television and radio broadcasters.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

316.6.1 CRITERIA

These alerts apply to the following missing persons (CRS § 24-33.5-415.8):

(a) "Missing person with a dementia disease or related disability" means a person:

1. Whose whereabouts is unknown.
2. Who was a resident of Colorado at the time he/she was reported missing.
3. Who has a dementia disease or related disability, as defined by CRS § 25-1-502.
4. Whose disappearance poses a credible threat to his/her health and safety, as determined by a local law enforcement agency.

(b) “Missing person with developmental disabilities” means a person:

1. Whose whereabouts is unknown.
2. Who was a resident of Colorado at the time he/she was reported missing.
3. Who has a verified developmental disability.
4. Whose disappearance poses a credible threat to his/her health and safety, as determined by a local law enforcement agency.

(c) “Missing senior citizen” means a person:

1. Whose whereabouts is unknown.
2. Who was a resident of Colorado at the time he/she was reported missing.
3. Whose age at the time he/she was first reported missing was 60 years or older and who has a verified impaired mental condition.
4. Whose disappearance poses a credible threat to his/her health and safety, as determined by a local law enforcement agency.

Confirmation, in the form of a signed statement from the family member, close friend, caregiver, doctor, or medical facility that the missing person is a senior citizen with an impaired mental condition, a person with developmental disabilities, or a person with dementia or related disability, is required to meet the criteria for the alert (CRS § 24-33.5-415.8; 8 CCR 1507-26).

316.6.2 PROCEDURE

A supervisor, acting upon confirmation that the criteria for a Missing Senior Citizen/Missing Person with Developmental Disabilities/Missing Person with Dementia and Related Disability Alert have been met, may notify the Colorado Bureau of Investigation and request a broadcast. Supervisors should ensure that all criteria for the alert are met prior to the request (8 CCR 1507-26).

316.7 MEDINA ALERTS

Medina Alerts are for those instances where a driver of a vehicle has killed or inflicted a serious bodily injury on a person in a hit-and-run accident. The Medina Alert program is a coordinated effort among the Colorado Bureau of Investigation, local law enforcement agencies and the state’s public and commercial television and radio broadcasters (CRS § 24-33.5-416.7).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

316.7.1 CRITERIA
Medina Alerts apply when (CRS § 24-33.5-416.7):

(a) A person has been killed or suffered serious bodily injury as the result of a hit-and-run accident.

(b) There is additional information concerning the suspect or suspect's vehicle, including one of the following:

1. A complete license plate of the suspect's vehicle.
2. A partial license plate of the suspect's vehicle along with the make, style and color of the suspect's vehicle.
3. The identity of the suspect.

316.7.2 PROCEDURE
A supervisor, after confirming that the criteria for a Medina Alert have been met, may notify the Colorado Bureau of Investigation and request a Medina Alert broadcast (8 CCR 1507-33).

316.8 MISSING INDIGENOUS PERSON ALERTS
Missing Indigenous Person Alerts aid in the safe recovery of missing Indigenous persons. The Missing Indigenous Person Alert program is a coordinated effort among the Colorado Bureau of Investigation, local law enforcement agencies, federally recognized tribes, any governmental agency that may be involved in the search and recovery of a missing persons, and the state's public and commercial television and radio broadcasters (CRS § 24-33.5-431).

316.8.1 CRITERIA
The Department may request a Missing Indigenous Person Alert be activated when (8 CCR 1507-36):

(a) There is a reasonable belief that missing person is an Indigenous person.

(b) The person went missing while in Colorado.

(c) The person has been entered as a missing person into the CCIC/NCIC system by the Department.

"Indigenous" means having descended from people who were living in North America prior to the time people from Europe began settling in North America, being an enrolled member of a federally recognized Indian tribe, or being a lineal descendant of a tribally enrolled parent or guardian (CRS § 24-33.5-2601).

316.8.2 PROCEDURE
A supervisor, after confirming that the criteria for a Missing Indigenous Person Alert have been met, may notify the Colorado Bureau of Investigation and request a Missing Indigenous Person Alert Broadcast (8 CCR 1507-36).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Victim and Witness Assistance

317.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

317.2 POLICY

The Regional Transportation District Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Regional Transportation District Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

317.3 CRIME VICTIM LIAISON

The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Regional Transportation District Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

317.3.1 SPECIFIC VICTIM LIAISON DUTIES

The victim liaison should:

(a) Ensure that the Department affords victims and witnesses the rights described in CRS § 24-4.1-302.5.

(b) Facilitate the return of property to victims (CRS § 24-4.1-303).

(c) Ensure child victims and child witnesses are provided appropriate services commensurate with their age and needs (CRS § 24-4.1-304).

(d) Be the liaison to the local Victim Witness Assistance Unit.

(e) Forward copies of crime reports requested by personnel at the local victim centers. The Records Maintenance and Release Policy in this manual regarding the release of reports shall be followed in all cases.

(f) Provide the victim with the contact information for the assigned investigator and district attorney, cold case information, and any other required information (CRS § 24-4.1-303).

317.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim’s safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

317.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

All reasonable attempts will be made to protect any victim or the victim's immediate family from harm, harassment, intimidation or retaliation arising from their cooperation in the reporting, investigation or prosecution of a crime. Additionally, members of this department should make reasonable efforts to minimize contact between the victim and the victim's immediate family and the defendant and the relatives of the defendant before, during and immediately after a judicial proceeding (CRS § 24-4.1-303(5)).

317.5 VICTIM INFORMATION

The Professional Services supervisor shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims of domestic violence.

(b) Community resources for victims of sexual assault.

(c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109; CRS § 18-3-407.5).

(d) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(e) A clear explanation of relevant court orders and how they can be obtained.

(f) Information regarding available compensation for qualifying victims of crime.

(g) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.

(h) Notice regarding U Visa and T Visa application processes.

(i) Resources available for victims of identity theft.

(j) A place for the officer's name, badge number, and any applicable case or incident number.

(k) Information regarding available compensation for qualifying victims of crime (CRS § 24-4.1-101 et seq.).

(l) How to file a claim in their judicial district through the Victim Compensation Administrator or online through the Colorado Department of Public Safety Victim Compensation Program.

(m) Information required pursuant to the Victim Rights Act (CRS § 24-4.1-301 et seq.).

(n) Information related to the Colorado Organization for Victim Assistance (COVA).

(o) Information regarding the ability of a victim of domestic violence, unlawful sexual behavior, or stalking to terminate a landlord-tenant agreement pursuant to CRS § 38-12-402.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(p) An advisement that the victim may apply to have a substitute address designated for public records and confidential mail forwarding (CRS § 24-30-2102 et seq.).

(q) A physical document identifying a sexual assault victim's rights to information regarding the status of forensic medical evidence submitted for testing, the right to object to destruction of the evidence, and to be informed of any change in status of the case (CRS § 24-4.1-302.5).

317.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

317.6.1 SPECIFIC REQUIREMENTS REGARDING WITNESSES

Officers should provide all witnesses with the applicable witness information handouts (CRS § 24-4.1-302.5; CRS § 24-4.1-304).

317.7 WITNESS INFORMATION

The Professional Services supervisor shall ensure that witness information handouts are available and current. These should include information specifically related to witness rights and resources (CRS § 24-4.1-302.5; CRS § 24-4.1-304).

317.8 NOTIFICATION OF NEXT OF KIN

In the event of a serious illness, life-threatening injury or death, the supervisor responsible for notification of the incident should ensure the victim's next of kin is notified or coordinate such notification with the Coroner, department chaplain or another suitable person. Notification should be made in a courteous manner as soon as practicable following positive identification of the victim.

Supervisors may perform notifications at the request of other agencies for next of kin residing in the jurisdiction of the Regional Transportation District Police Department. Such notifications will be performed in accordance with the Outside Agency Assistance Policy.

The identity of any person who is seriously ill, seriously injured or deceased should not be released until notification is made to the victim's next of kin.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Bias-Motivated Crimes

318.1 PURPOSE AND SCOPE

The Regional Transportation District Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the Constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this department will utilize all available resources to see that justice is served under the law. This policy has been developed to meet or exceed the provisions of the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act, and provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

318.1.1 FEDERAL JURISDICTION

Federal law prohibits discrimination-based acts. The U.S. Department of Justice (DOJ) may obtain jurisdiction over crimes of violence where the perpetrator has selected the victim because of the person's actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity or disability (18 USC § 245).

318.2 DEFINITIONS

Definitions related to this policy include:

Bias-motivated crime - A person commits a bias-motivated crime if, with the intent to intimidate or harass another person, in whole or in part because of that person's actual or perceived race, color, religion, ancestry, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or physical or mental disability, he/she (CRS § 18-9-121(2)):

(a) Knowingly causes bodily injury to another person.

(b) By words or conduct, knowingly places another person in fear of imminent lawless action directed at that person or that person's property, and such words or conduct are likely to produce bodily injury to that person or damage to that person's property.

(c) Knowingly causes damage to or destruction of the property of another person.

318.3 PREVENTING AND PREPARING FOR LIKELY BIAS-MOTIVATED CRIMES

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely bias-motivated crimes by among other things:

(a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of bias-motivated crimes to form, and cooperate with, prevention and response networks.

(b) Providing victim assistance and follow-up as outlined below, including community follow-up.

(c) Educating community and civic groups about bias-motivated crime laws.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

318.4 PROCEDURE FOR INVESTIGATING BIAS-MOTIVATED CRIMES

Whenever any member of this department receives a report of a suspected bias-motivated crime or other activity that reasonably appears to involve a potential bias-motivated crime, the following should occur:

(a) Officers will be promptly assigned to contact the victim, witness or reporting party to investigate the matter further as circumstances may dictate.

(b) A supervisor should be notified of the circumstances as soon as practicable.

(c) Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims or apprehension of present suspects), the assigned officers will take all reasonable steps to preserve available evidence that may tend to establish that a bias-motivated crime was involved.

(d) The assigned officers will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a bias-motivated crime.

(e) Depending on the situation, the assigned officers or supervisor may request additional assistance from investigators or other resources to further the investigation.

(f) The assigned officers will include all available evidence indicating the likelihood of a bias-motivated crime in the relevant reports. All related reports will be clearly marked as "Bias-Motivated Crimes" and, absent prior approval of a supervisor, will be completed and submitted by the assigned officers before the end of the shift.

(g) The assigned officers should also make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.

(h) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid, e.g., a possible Temporary Restraining Order through the courts or District Attorney or General Counsel.

318.5 DETECTIVE BUREAU RESPONSIBILITIES

If a case is assigned to the Detective Bureau, the assigned investigator will be responsible for following up on the reported bias-motivated crime by:

(a) Coordinating further investigation with the District Attorney and other appropriate law enforcement agencies.

(b) Maintaining contact with the victim and other involved individuals, as needed.

(c) Maintaining statistical data and tracking of suspected bias-motivated crimes as indicated or required by state law.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

318.5.1 STATE BIAS-MOTIVATED CRIME REPORTING
This department shall report bias-motivated crime offenses in the form and manner and at regular intervals as prescribed by rules adopted by the Department of Public Safety. This shall be conducted by the Records Manager or assigned to the Detective Bureau.

318.5.2 FEDERAL BIAS-MOTIVATED CRIME REPORTING
The Records Manager should include bias crime data reporting within the National Incident Based Reporting System (NIBRS), Uniform Crime Report (UCR) and Summary Reporting System (SRS) reports pursuant to Records Bureau procedures and in compliance with (28 USC § 534(a)).

318.6 TRAINING
All officers of this department shall receive training on bias-motivated crime recognition and investigation and shall attend annual training which incorporates a bias-motivated crime training component.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Standards of Conduct

319.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Regional Transportation District Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning member conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

319.2 POLICY

The continued employment or appointment of every member of the Regional Transportation District Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

319.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority.

319.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

319.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.

(d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

319.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Colorado constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

319.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

319.5.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or District manuals.

(b) Disobedience of any legal directive or order issued by any department member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

319.5.2 ETHICS

(a) Using or disclosing one’s status as a member of the Regional Transportation District Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for nondepartment business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

319.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

319.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while onduty or through the use of one’s official capacity.

(b) Engaging in onduty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

319.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

319.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

319.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.

(f) Failure to notify the Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

319.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on department premises.
2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

1. Unauthorized attendance while on-duty at official legislative or political sessions.
2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or, on department property except as expressly authorized by District policy, the collective bargaining agreement or contract, or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by District policy, the collective bargaining agreement or contract, or the Chief of Police.

(i) Any act on- or off-duty that brings discredit to this department.

319.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the District.

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

319.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.

(e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic accident.

(h) Concealing or knowingly failing to report any on-the-job or work-related disease, injury or death as soon as practicable but no later than 24 hours (CRS § 8-43-102).

319.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Information Technology Use

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

320.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented, or licensed by the Regional Transportation District Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes but is not limited to computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), modems, or any other tangible computer device generally understood to comprise hardware.

Software - Includes but is not limited to all computer programs, systems, and applications, including shareware and firmware. This does not include files created by the individual user.

Temporary file, **permanent file,or file** - Any electronic document, information, or data residing or located, in whole or in part, on the system including but not limited to spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs, or videos.

320.2 POLICY

It is the policy of the Regional Transportation District Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

320.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

320.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Shift Sergeants.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

320.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or District-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

320.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

320.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the internet shall be limited to messages, mail, and data files.

320.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

320.5 PROTECTION OF AGENCY SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off, and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor. Passwords for accounts that access CJI are governed by the CJIS Access, Maintenance, and Security Policy.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

320.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member’s duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Report Preparation

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

321.2 POLICY

It is the policy of the Regional Transportation District Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

321.3 EXPEDITIOUS REPORTING

Incomplete reports, unorganized reports, or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

321.4 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard, or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal, or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

321.4.1 HANDWRITTEN OR TYPED REPORTS

County, state, and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for department consistency.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

In general, the narrative portion of reports where an arrest is made or when there is a long narrative should be typed or dictated. Members who dictate reports shall use appropriate grammar, as the content is not the responsibility of the typist.

Members who generate reports on computers are subject to all requirements of this policy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

321.4.2 ELECTRONIC SIGNATURES

The Regional Transportation District Police Department has established an electronic signature procedure for use by all members of the Regional Transportation District Police Department. The Operations Deputy Chief shall be responsible for maintaining the electronic signature system, ensuring that each member creates a unique, confidential password for their electronic signature. Members may only use their electronic signatures for official reports or other official communications.

Each member shall be responsible for the security and use of their electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

321.4.3 REPORT RESTRICTION

Members shall not use the term "excited delirium" in a report. Members may describe the characteristics of an individual's conduct, but shall not generally describe the individual's demeanor, conduct, or physical and mental condition at issue as "excited delirium" (CRS § 24-31-907).

321.5 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if they deem it necessary or as directed by a supervisor.

321.5.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

(a) All arrests.

(b) All felony crimes.

(c) Non-felony incidents involving threats or stalking behavior.

(d) Situations covered by separate policy. These include:

1. Use of Force Policy
2. Domestic Violence Policy
3. Child Abuse Policy
4. Adult Abuse Policy
5. Bias-Motivated Crimes Policy
6. Suspicious Activity Reporting Policy

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(e) All misdemeanor crimes where the victim desires a report.

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., dispatch log).

321.5.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

(a) Any found property or found evidence.

(b) All protective custody and welfare detentions.

(c) Any time a person is reported missing (regardless of jurisdiction) (see the Missing Persons Policy).

(d) Suspicious incidents that may indicate a potential for crimes against children, or that a child's safety is in jeopardy.

(e) Suspicious incidents that may place the public or others at risk.

(f) Any use of physical force against any person by a member of this department (see the Use of Force Policy).

(g) Any firearm discharge (see the Firearms Policy) except during approved range training.

(h) Any time a member points a firearm at any person.

(i) Any traffic accidents above the minimum reporting level (see the Traffic Accident Response and Reporting Policy).

(j) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

321.5.3 DEATHS

Death investigations require specific investigation methods depending on circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

(a) Unattended deaths (no physician or qualified hospice care during the period immediately preceding death)

(b) Sudden or accidental deaths

(c) Suicides

(d) Homicide or suspected homicide

(e) Found dead bodies or body parts

321.5.4 DISTRICT PERSONNEL

Incidents involving District personnel or property shall require a report when:

(a) An injury occurs that is a result of an act of a District employee or on District property.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) There is damage to District property or equipment.

321.5.5 MISCELLANEOUS INJURIES
Any injury that is reported to this department shall require a report when:

(a) The injury is a result of a drug overdose.

(b) There is an attempted suicide.

(c) The injury is major or serious, where death could result.

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

321.6 REVIEW AND CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete a correction form stating the reasons for rejection.

The original report and the correction form should be returned to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

321.6.1 CHANGES AND ALTERATIONS
Reports that have been approved by a supervisor and submitted to the Records Bureau for filing and distribution shall not be modified or altered except by way of a supplemental report.

Reviewed reports that have not yet been submitted to the Records Bureau may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Media Relations

322.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

322.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief Communications Officer in consultation with the Chief of Police. However, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Deputy Chiefs, Shift Sergeants and the designated Chief Communications Officer (Chief Communications Officer) may prepare and release information to the media in accordance with this policy and the applicable law.

322.2.1 CHIEF COMMUNICATIONS OFFICER COMMUNITY RELATIONS

The designated Chief Communications Officer is responsible for maintaining a relationship with the local community (e.g., local businesses, service clubs, schools, religious organizations, other government agencies) that is consistent with the goals and objectives of this department. The Chief Communications Officer shall maintain documentation on all public education efforts including classes, informational flyers and other documentation, meetings and press releases.

322.2.2 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated Department press information officer, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor or the designated Department media representative.

(b) In situations involving multiple law enforcement agencies or other criminal justice agencies including, but not limited to, prosecutors and coroners, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

(c) Under no circumstance should any member of this department make any comments to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

322.3 MEDIA ACCESS

Authorized members of the media should be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities. Access by the media is subject to the following conditions:

(a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Chief Communications Officer or other designated spokesperson.

(c) No member of this department shall be required to submit to media visits or interviews without the consent of the involved employee.

(d) Media interviews with individuals who are in custody shall not be permitted unless in compliance with a jail facility policy. Exceptions are only permitted with the approval of the Chief of Police and the express written consent of the person in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Chief Communications Officer.

322.3.1 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Shift Sergeant. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident. It should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137).

322.3.2 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

322.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department shall communicatesignificant law enforcement activities t to media representatives through the Chief Communications Officer or their designee. This informationmay consist of data classified as public and should generally contain:

(a) The date, time, location, case number, type of crime, extent of injury or loss and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated media representative, the custodian of records, or if unavailable, to the Shift Sergeant. Such requests will be processed in accordance with policy and state law.

322.4.1 STATE RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department (see the Records Maintenance and Release and the Personnel Records policies). When in doubt, authorized and available legal counsel should be obtained.

322.5 RELEASE OF INFORMATION

In consultation with the Chief Communications Officer, the Department may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the department website or other electronic data sources.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Subpoenas and Court Appearances

323.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Regional Transportation District Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

323.2 POLICY

Regional Transportation District Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

323.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

Civil subpoenas should be served by delivering a copy to the named member or as otherwise ordered by a court consistent with due process (CRCP Rule 4; CRCP Rule 45).

Criminal subpoenas should be delivered to the member named in the subpoena unless substituted service is otherwise authorized by local court rules (Crim. P. Rule 17).

Subpoenas should not be accepted without properly posted fees pursuant to applicable law (CRCP Rule 45; Crim. P. Rule 17).

323.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the Chief of Police or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the District or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member’s on-duty activity or because of his/her association with the Regional Transportation District Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Regional Transportation District Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

323.3.2 CIVIL SUBPOENA
The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

323.3.3 OFF-DUTY RELATED SUBPOENAS
Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

323.4 REQUIREMENT TO APPEAR
Members are required to comply with the terms of any properly served subpoena or court-ordered appearance. This includes properly served orders to appear issued by a state administrative agency.

323.5 STANDBY
To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

323.6 COURTHOUSE PROTOCOL
When appearing in court, members shall:

(a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.

(b) Dress in the department uniform or business attire.

(c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

323.6.1 TESTIMONY
Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

323.6.2 EVIDENCE
When a member is directed by a subpoena to appear in court with evidence, that member should:

(a) Notify the Property and Evidence Bureau promptly after receiving the subpoena that the specified evidence is needed for court and verify that the evidence is readily available.

(b) Verify whether the evidence will be analyzed by the time of the court appearance, if applicable, and advise the prosecutor of any delay.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) Check with the prosecuting attorney on a timely basis if in doubt about what items or materials to bring to court.

(d) Notify the prosecuting attorney on a timely basis in the event that evidence has been lost, stolen, or misplaced, or if previously undisclosed information about the evidence has become available.

(e) Comply with provisions of the Property and Evidence Policy regarding checking out the evidence and transferring custody of the evidence to the prosecutor or the court, whichever is appropriate.

323.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Outside Agency Assistance

324.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

324.2 POLICY

It is the policy of the Regional Transportation District Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

324.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Shift Sergeant's office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Shift Sergeant may authorize, if available, an appropriate number of personnel to assist (CRS § 29-5-104). Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

324.3.1 RECIPROCAL LAW ENFORCEMENT AGREEMENT

The Department may, at the discretion of the Chief of Police, establish an agreement for reciprocal law enforcement with another agency, including those of neighboring states, provided those agreements meet statutory requirements pursuant to CRS § 29-1-206 and CRS § 29-1-203.

324.3.2 TERMS OF AGREEMENT

Any reciprocal law enforcement agreement with another agency should include:

(a) An estimate of the types, amounts and general location of aid and resources available from each involved agency.

(b) Information on which agency will respond to calls for service by type of event.

(c) A plan for interagency communication to ensure prompt and appropriate response.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) A strategy for providing backup support between jurisdictions.

(e) Clear reporting and documentation requirements.

(f) Guidelines concerning jurisdiction of prosecutors and courts.

324.3.3 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Regional Transportation District Police Department shall notify his/her supervisor or the Shift Sergeant and Transit Police Communications as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

324.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor (CRS § 29-5-104). The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

324.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Shift Sergeant.

324.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Professional Services Deputy Chief or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:

1. The use of the supplies and equipment.
2. The members trained in the use of the supplies and equipment.

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Transit Police Communications and the Shift Sergeant to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Lieutenant should maintain documentation that the appropriate members have received the required training.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Major Incident Notification

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

325.2 POLICY

The Regional Transportation District Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

325.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Deputy Chief. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Homicides
- Missing children or endangered missing adults
- Traffic collisions with fatalities or severe injuries
- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
- Significant injury or death to an employee, whether on- or off-duty
- Death of a prominent Regional Transportation District official
- Arrest of Department employee or prominent Regional Transportation District official
- Aircraft, train, boat or other transportation crashes with major damage and/or injury or death
- In-custody deaths
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- CAD, radio, network, facility system or utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident, which has or is likely to attract significant media attention

325.4 SHIFT SERGEANT RESPONSIBILITIES

The Shift Sergeant is responsible for making the appropriate notification. The Shift Sergeant shall make reasonable attempts to obtain as much information on the incident as possible before

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

notification, and shall attempt to make the notification as soon as practicable. Notification should be made by using the call notification protocol posted in Transit Police Communications.

325.4.1 STAFF NOTIFICATION

In the event an incident occurs as identified in the Minimum Criteria for Notification above, the Chief of Police shall be notified along with the affected Deputy Chief and the Detective Bureau Deputy Chief if that division is providing assistance.

325.4.2 DETECTIVE NOTIFICATION

If the incident requires that an officer or investigator respond from home, the immediate supervisor of the appropriate detail shall be contacted.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Death Investigation

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

Death investigations shall be conducted pursuant to CRS § 30-10-606.

326.2 POLICY

It is the policy of the Regional Transportation District Police Department to respond, document, and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide, and homicide, shall be initiated, conducted, and properly documented.

326.3 INVESTIGATION CONSIDERATIONS

Emergency medical services shall be called in all suspected death cases, unless the death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Criminal Investigations Division Lieutenant as necessary. The Shift Sergeant will make notification to command staff in accordance with the Major Incident Notification Policy.

326.3.1 REPORTING

All incidents involving a death shall be documented on the appropriate form.

326.3.2 CORONER REQUEST

Officers are not authorized to pronounce death unless they are also Coroners, Deputy Coroners, or appointed Coroner investigators. The Coroner shall be called as soon as practicable after the scene is safe and secure in all deaths. Investigating officers shall investigate and work in cooperation with the Coroner involving any of the following circumstances (CRS § 30-10-606(1)):

(a) The death is, or may be, unnatural as a result of external influences, injury, or violence, including:
    1. A death that is due to the influence of, or is the result of, intoxication by alcohol, drugs, or poison.
    2. A death that is the result of an accident, including an accident at the workplace.
    3. A death that involves the unexpected or unexplained death of an infant or child.

(b) There is no physician in attendance, or the physician is at the scene but is unable to certify the cause of death.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) The death occurs within 24 hours of admission to a hospital.

(d) The death is the result of a criminal abortion, including any situation where such abortion may have been self-induced.

(e) The death is the result of a disease that may be hazardous or contagious or may constitute a threat to the health of the public.

(f) The death results from the action of a peace officer, or while the person was in the custody of law enforcement officials or incarcerated in a public institution.

(g) The death was sudden, and happened to a person who was in apparent good health.

(h) The body is unidentifiable, decomposed, charred, or skeletonized.

(i) The death occurs under circumstances that the Coroner determines may warrant further inquiry in order to determine the cause and manner of death, or that requires further law enforcement investigation.

In cases involving any of the above-mentioned circumstances, the body of the deceased shall not be removed from the place of death prior to the arrival of the Coroner. This restriction shall not apply if the Coroner grants permission for removal or removal is necessary to identify the victim, protect property from damage, preserve evidence, or protect life, health, or safety.

When the Coroner arrives at the scene, law enforcement personnel shall make all reasonable accommodations to allow the Coroner to collect time-sensitive information.

If a suicide note is found at the place of death, investigating officers or the Coroner shall take custody of the note based on a prior agreement. If there is no prior agreement, investigating officers have the authority to take custody of the suicide note and shall provide a copy to the Coroner.

326.3.3 SEARCHING DEAD BODIES

(a) The Coroner or their assistant and authorized investigators are generally the only persons permitted to move, handle, or search a body.

(b) An officer may make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for the purpose of identification or for information identifying the individual as an anatomical donor. If a donor document is located, the Coroner or their assistant shall be promptly notified.

(c) The Coroner, with the permission of the Department, may take property, objects, or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.

(d) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Coroner or their assistant, the investigating officer should first obtain verbal consent from the Coroner or their assistant when practicable.

(e) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

available to the officer pending the arrival of the Coroner or their assistant. The name and address of this person shall be included in the narrative of the death report.

(f) Whenever personal effects are removed from the body of the deceased by the Coroner or their assistant, a receipt shall be obtained. This receipt shall be attached to the death report.

326.3.4 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Detective Bureau shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Shift Sergeant or Detective Bureau supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of their supervisor, request the Coroner to conduct physical examinations and tests, and to provide a report.

326.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the handling officer will request from the Coroner a unique identifying number for the body. The number shall be included in any report.

326.5 DEATH NOTIFICATION

When reasonably practicable, and if not handled by the Coroner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

When available, the Victim's Advocate shall attempt to locate family members and inform them of the death and any other appropriate information.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Identity Theft

327.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

327.2 REPORTING

(a) To maintain uniformity in reporting, officers shall initiate a report for victims residing within the jurisdiction of this department when the crime occurred. For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:

1. For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he/she resides (CRS § 16-5-103(4)).

(b) While the crime of identity theft should be reported to the law enforcement agency where the victim resides, officers of this department should investigate and report crimes occurring within this jurisdiction that have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the fraud, usage of services or receipt of goods were acquired or occurred in this jurisdiction).

(c) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).

(d) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and Department of Motor Vehicles) with all known report numbers.

(e) The reporting officer should inform victims of identity theft that an Order of Factual Innocence is available to help those who are wrongly linked to crimes (CRS § 16-5-103(2)(b)). A court may order identifying information contained in criminal justice records to show that the information is not accurate and does not reflect the perpetrator's identity because of identity theft. Information can be obtained by contacting the Department of Revenue.

(f) Following supervisory review and Department processing, the initial report should be forwarded to the appropriate investigator for follow-up investigation, coordination with other agencies and prosecution as circumstances dictate.

327.3 PREVENTIVE MEASURES

The victim should be advised to place a security freeze on his/her consumer report, as allowed by law. A victim may also access additional information on the official Colorado state government website.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

327.4 INFORMATION

The victim should be encouraged to contact the Federal Trade Commission (FTC), which is responsible for receiving and processing complaints under the Identity Theft and Assumption Deterrence Act. The victim can find FTC contact information online through its official website. Additional information may be found at the U.S. Department of Justice and/or FBI websites.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Registered Offender Information

327.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Regional Transportation District Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex offenders.

327.2 POLICY

It is the policy of the Regional Transportation District Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

327.3 REGISTRATION

The Detective Bureau Supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Employees assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Colorado Bureau of Investigation (CBI) (CRS § 16-22-109; CRS § 16-22-110; CRS § 16-13-903).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

327.3.1 CONTENTS OF REGISTRATION

The registrant shall be required to complete the registration form provided by CBI.

Registration by a person who lacks a fixed residence shall be accepted unless it includes a location that would violate state law or local ordinance. The registrant shall be advised of any such violation and allowed five days to secure an alternate location (CRS § 16-22-108).

327.4 MONITORING OF REGISTERED OFFENDERS

The Detective Bureau Supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.

(b) Review of information on the state website.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the Detective Bureau Supervisor.

The Detective Bureau Supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Regional Transportation District Police Department personnel, including timely updates regarding new or relocated registrants.

327.4.1 MANDATORY CONFIRMATION

Following a registrant's first registration with the Department, the residence verification referenced above shall occur as soon as possible after the registration and annually thereafter. Residence confirmation shall occur quarterly if the registrant is a sexually violent predator (CRS § 16-22-109).

327.5 DISSEMINATION OF PUBLIC INFORMATION

Employees will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police or the authorized designee if warranted. A determination will be made by the Chief of Police or the authorized designee, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be provided the CBI's Convicted Sex Offender website or the Regional Transportation District Police Department's website.

The Records Manager shall release local registered offender information to residents in accordance with state law (CRS § 16-22-112; CRS § 24-72-201 et seq.) and in compliance with a Colorado Open Records Act request.

327.5.1 RELEASE NOTIFICATIONS

Sex registrant information that is released shall include the written statement: "The Colorado sex offender registry includes only those persons who have been required by law to register and who are in compliance with the sex offender registration laws. Persons should not rely solely on the sex offender registry as a safeguard against perpetrators of sexual assault in their communities. The crime for which a person is convicted may not accurately reflect the level of risk." (CRS § 16-22-112(5)).

327.5.2 MANDATORY DISSEMINATION

The Department shall release local sex offender information to residents in accordance with Colorado law and the rules set forth by the CBI. Information released shall include, at a minimum, the name, address or addresses, and aliases of the registrant; the registrant's date of birth; a photograph of the registrant, if requested and readily available; and a history of the convictions of unlawful sexual behavior resulting in the offender being required to register pursuant to this article (CRS § 16-22-110; CRS § 16-22-112). Information concerning victims shall not be released.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The Department will also make the mandated community notifications regarding sexually violent predators. These community notifications shall only occur under the circumstances and in the manner specified by the Colorado Department of Public Safety Sex Offender Management Board (CRS § 16-13-904; CRS § 16-13-905; CRS § 16-13-906).

327.5.3 DISCRETIONARY DISSEMINATION

The Department may also provide local sex offender information to any other person the Department determines warrants notification. If the Department elects not to release registrant information to a non-resident, the Department may submit a request from the non-resident to CBI (CRS § 16-22-112).

327.5.4 INFORMATION AVAILABLE VIA THE INTERNET

The Department may post the following registered offender information on its website only if the person is adjudicated or convicted of the offenses in CRS § 16-22-112:

(a) Offender information, including the offender's name or aliases, photograph, sex, height, weight, name, address and offenses committed, as allowed by law

(b) Educational information concerning protection from sex offenders that has been developed in conjunction with the Sex Offender Management Board and a sexual assault victims' advocacy group, or a link to educational information included on the CBI website

(c) A link to the national sex offender website

(d) A link to the Colorado sex offender website

(e) A link to other law enforcement agencies

327.6 NOTIFICATION PRIOR TO RELEASE OR DISCHARGE

Notification of a registrant's release on parole will be made by the sentencing court, the probation department, community corrections, the county jail or the Department of Corrections (CRS § 16-22-106; CRS § 16-22-107).

Prior to registrants being discharged from the Department of Corrections, this department shall verify that (CRS § 16-22-107(4)(a)):

(a) The address provided by the person is a residence.

(b) The occupants or owners of the residence know of the person's history of unlawful sexual behavior.

(c) The occupants or owners of the residence have agreed to allow the person to reside at the address.

(d) If the registrant is being released on parole, the address complies with any conditions of the parole.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

If any of the information required for verification is not true, the Department shall notify the Department of Corrections that the person provided false information concerning the address at which he/she intends to reside (CRS § 16-22-107(4)(b)).

327.6.1 CONFIDENTIAL INFORMATION

The forms completed by persons required to register pursuant to Colorado law shall be confidential and shall not be open to inspection by the public or any person other than law enforcement personnel except as provided by law (CRS § 16-22-109(4)).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Private Persons Arrests

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for handling private person's arrests and detentions made pursuant to CRS § 16-3-201, CRS § 16-3-202(2) and CRS § 16-19-115.

328.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

Officers should use sound discretion in determining whether to advise an individual of the arrest process.

(a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest, as listed below.

(b) Private individuals should be discouraged from using force to effect a private person's arrest. Absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

328.3 ARRESTS BY PRIVATE PERSONS

A private person may arrest another under the following circumstances (CRS § 16-3-201, CRS § 16-3-202(2) and CRS § 16-19-115):

(a) For any crime that has been or is being committed or attempted in his/her presence

(b) When directed by any peace officer to assist a peace officer

(c) When there is reasonable information that the accused has been charged in the courts of a state with a crime punishable by death or imprisonment for a term exceeding one year

1. The accused shall be taken before a judge without unnecessary delay and a complaint must be made against the accused under oath by the private person making the arrest.

328.4 OFFICER RESPONSIBILITIES

Any officer presented with a private person who has made a private person's arrest must determine whether there is reasonable cause to believe that such an arrest would be lawful.

(a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, to determine the lawfulness of the arrest and protect the public safety.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual. The officer must include the basis of such a determination in a related report.
2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

(b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:

1. Take the individual into physical custody for booking.
2. Release the individual upon a misdemeanor citation or pending formal charges.

328.5 REPORTING REQUIREMENTS

In all circumstances in which a private person is claiming to have made an arrest, the individual must cooperate with the investigation . If the person fails or refuses to do so, the arrested subject shall be released unless the officer has an independent reason to take the person into custody.

Additionally,officers shall complete a narrative report regarding the circumstances and disposition of the incident.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Limited English Proficiency Services

329.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

329.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Regional Transportation District Police Department, identified by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

329.2 POLICY

It is the policy of the Regional Transportation District Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

329.3 LEP COORDINATOR

The Regional Transportation District Police Department coordinates with RTD's Transit Equity Office, whose Transit Equity Specialist serves as the agency's LEP coordinator. The Department's Training Lieutenant liases between the Transit Equity Specialist and the Department to implement language access efforts. The responsibilities of the Transit Equity Specialist as LEP Coordinator include, but are not limited to:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Coordinating and implementing all aspects of the Regional Transportation District Police Department's language access to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to staff who interact with the public.

(c) Ensuring signage advertising the availability of language assistance is posted in appropriate areas and in the most commonly spoken languages.

(d) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(e) Continually assessing demographic data and other resources, including contracted language services utilization data and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(f) Exploring standards and assessments to be used by the Regional Transportation District in consideration of qualifying individuals as qualified bilingual members or authorized interpreters.

(g) Periodically reviewing efforts of the Regional Transportation District in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures, or recommending modifications to this policy.

(h) Receiving and responding to non-Police Department Title VI, which include complaints on the basis of limited English proficiency .

(i) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to agencyservices, programs and activities.

329.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis within the Regional Transportation District's agency wide Language Access Plan, as outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. This analysis examines:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

329.5 TYPES OF LEP ASSISTANCE AVAILABLE

Regional Transportation District Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language. Tools are created on an ongoing basis by the Transit Equity Office, and where a tool may be helpful but is not available, the Transit Equity Office can work with the Department to produce it.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

329.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

329.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

329.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated t a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other District departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

329.9 AUTHORIZED INTERPRETERS

Any authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

329.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other District departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

If the Department requires an in-person interpreter and needs support identifying or reserving an interpreter, the Department will contact the Transit Equity Office.

329.9.2 OTHER SOURCES OF LANGUAGE ASSISTANCE

Where qualified bilingual members or other authorized interpreters are unavailable to assist, other customers or community members may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the customer or community member to ensure that they can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

329.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the Four-Factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation, and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

and whether the individual elected to use services provided by the Department or some other identified source.

329.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Regional Transportation District Police Department will take reasonable steps and will work with the Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

329.11.1 EMERGENCY CALLS

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing emergency lines. When a call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in Transit Police Communications, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller's language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While emergency calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

329.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

Officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

329.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

329.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

329.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

329.16 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints should be submitted via the Department's webpage or via the RTD Customer Care.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

329.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

329.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Training Lieutenant shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Lieutenant shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

329.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Training Lieutenant shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Pupil Arrest Reporting

330.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the procedures to follow when a pupil is arrested on school grounds and during school hours.

330.2 PUPIL ARREST REPORTING

In the event a school pupil is arrested on school grounds and during school hours, the arresting officer shall include in the report the necessary information to ensure that the Records Bureau notifies the chief administrative officer of the school or the appropriate designee of the arrest of a pupil.

If the arrest involved alcohol or a controlled substance, the Records Bureau shall ensure the chemical abuse pre-assessment team of the school is notified regarding the arrest, as allowed by law.

330.2.1 PUPIL ARREST AFTER NOTIFICATION

Based upon the circumstances of the investigation, it may be appropriate to notify the school prior to the arrest. Prior notification and assistance from the school may reduce disruption to school operations and other students.

330.2.2 PUPIL ARREST BEFORE NOTIFICATION

Based upon the circumstances of the investigation, it may be appropriate to arrest the pupil before notifying the school. This may be appropriate if the pupil is a flight risk, if prior notification will impede the investigation or if notification creates additional risks to students, faculty, the officer or the public.

Proper notification to the school after the pupil's arrest should then be made when circumstances reasonably allow.

330.2.3 PARENTAL NOTIFICATION

Upon arrest, it is the arresting officer's responsibility to ensure the parents of the arrested pupil are properly notified. Notification shall be made by the officer, regardless of subsequent notifications by the juvenile detention facility. Notifications should be documented and include the charges against the pupil and information as to where the pupil will be taken.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Biological Samples

331.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

331.2 POLICY

The Regional Transportation District Police Department will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable.

331.3 PERSONS SUBJECT TO DNA COLLECTION

The following persons must submit a biological sample (CRS § 16-23-103; CRS § 16-11-102.4):

(a) Every adult arrested for a felony offense, as part of the booking process, or who is charged with a felony by an indictment, information or felony complaint

(b) In all other cases, upon the adult's first appearance in court following the filing of charges, when a court requires the adult to submit a sample to the investigating agency responsible for fingerprinting pursuant to CRS § 16-21-104

(c) Persons who have been convicted and are required to submit a sample under CRS § 16-11-102.4

331.4 PROCEDURE

When an individual is required to provide a biological sample, a trained employee shall attempt to obtain the sample in accordance with this policy.

331.4.1 COLLECTION

The following steps should be taken to collect a sample:

(a) Verify that the individual is required to provide a sample pursuant to CRS § 16-23-103 or CRS § 16-11-102.4.

(b) Verify that a biological sample has not been previously collected from the offender by querying the person’s criminal history. There is no need to obtain a biological sample if one has been previously obtained.

(c) Use the designated collection kit provided by the Colorado Bureau of Investigation (CBI) to perform the collection and take steps to avoid cross contamination.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

331.5 USE OF FORCE TO OBTAIN SAMPLES

If a person refuses to cooperate with the sample collection process, officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order and only with the approval of a supervisor. Methods to consider when seeking voluntary compliance include contacting:

(a) The person's parole or probation officer when applicable.

(b) The prosecuting attorney to seek additional charges against the person for failure to comply or to otherwise bring the refusal before a judge.

(c) The judge at the person's next court appearance.

(d) The person's attorney.

(e) A chaplain.

(f) Another custody facility with additional resources, where an arrestee can be transferred to better facilitate sample collection.

(g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if available.

The supervisor shall review and approve any plan to use force and be present to document the process.

331.5.1 VIDEO RECORDING

A video recording should be made any time force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the department's records retention schedule.

331.6 LEGAL MANDATES AND RELEVANT LAWS

Colorado law provides for the following:

331.6.1 LITIGATION

The Chief of Police or the authorized designee shall immediately notify the Colorado Attorney General's Office in the event this department is named in a lawsuit involving the DNA database.

331.6.2 FORWARDING BIOLOGICAL SAMPLES

All biological samples and related materials shall be promptly forwarded to CBI using CBI material, labels and instructions for prompt analysis (CRS § 16-23-103(6); CRS § 16-23-104).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Public Safety Video Surveillance System

332.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

332.2 POLICY

The Regional Transportation District Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the District to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist District officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

332.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

332.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected District divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Cameras may record video images and sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:

(a) To prevent, deter and identify criminal activity.

(b) To target identified areas of gang and narcotics complaints or activity.

(c) To respond to critical incidents.

(d) To assist in identifying, apprehending and prosecuting offenders.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.

(f) To augment resources in a cost-effective manner.

(g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Shift Sergeant's office and Transit Police Communications. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Shift Sergeant or trained personnel in Transit Police Communications are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

332.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

332.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems, and video enhancement or other analytical technology, requires additional safeguards.

332.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

332.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

(a) Date and time access was given.

(b) Name and agency of the person being given access to the images.

(c) Name of person authorizing access.

(d) Identifiable portion of images viewed.

332.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

332.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule. Between one year and three years after the date of the creation of the recording, the recording may be accessed only if there has been a notice of claim filed, or an accident or other specific incident that may cause the recording to become evidence in a civil, labor, administrative or felony criminal proceeding, in which case the record may be retained beyond three years as necessary. The Records Custodian shall document and maintain a record of the reason for which the recording was accessed and the person who accessed the record beyond the first anniversary after its creation (CRS § 24-72-113).

332.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

332.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Regional Transportation District Police Department.

Recorded videos are classified as public records (CRS § 24-72-202(6)(a); CRS § 24-72-202(7)). Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Shift Sergeant for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

332.7 VIDEO SURVEILLANCE AUDIT

The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

332.8 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Child and Dependent Adult Safety

333.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse Policy and the Adult Abuse Policy.

333.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when a parent or caregiver is arrested. The Regional Transportation District Police Department will endeavor to create a strong cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

333.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases, this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

333.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

    1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver’s judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

    1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify the Department of Human Services, if appropriate.

(e) Notify the field supervisor or Shift Sergeant of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependents. The result of such actions should be documented in the associated report.

333.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee should be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law.

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

333.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether he/she reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

333.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

333.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

333.5 TRAINING

The Training Lieutenant is responsible to ensure that all members of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Off-Duty Law Enforcement Actions

334.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Regional Transportation District Police Department with respect to taking law enforcement action while off-duty.

334.2 POLICY

Officers generally should not initiate law enforcement action while off-duty. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

When the safety of the public or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

Officers are not expected to place themselves in unreasonable peril. However, any certified member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death or significant property damage may take reasonable action to minimize the threat.

334.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations, state law and Department policy. All firearms and ammunition must meet guidelines as described in the Firearms Policy. When carrying firearms while off-duty, officers shall also carry their department-issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs that would tend to adversely affect the officer's senses or judgment. The carrying of firearms is prohibited while under the influence of alcohol or a controlled substance (CRS § 18-12-106(d)).

334.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable and should take into consideration:

(a) The tactical disadvantage of being alone and that there may be multiple or hidden suspects.

(b) The inability to communicate with responding units.

(c) The lack of equipment, such as handcuffs, oleoresin capsicum (OC) spray or a baton.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) The lack of cover.

(e) The potential for increased risk to bystanders if the off-duty officer were to intervene.

(f) Unfamiliarity with the surroundings.

(g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive and gather as much accurate intelligence as possible, instead of immediately intervening.

334.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an Regional Transportation District Police Department officer until acknowledged. Official identification should also be displayed.

334.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances, officers should call the responsible agency to handle the matter.

334.4.3 RESPONSIBILITIES

Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

334.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

334.5 REPORTING

Any officer, prior to taking any off-duty enforcement action, shall notify and receive approval of a supervisor (or other applicable law enforcement authority if acting outside the jurisdiction of the Regional Transportation District Police Department). If prior contact is not reasonably possible, an officer shall notify the applicable local law enforcement agency as soon as reasonably practicable. The Shift Sergeant shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Department Use of Social Media

335.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

335.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

335.2 POLICY

The Regional Transportation District Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

335.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

335.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission, and that conforms to all department policies regarding the release of information may be posted.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Examples of appropriate content include:

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the department mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.

(f) Traffic information.

(g) Media releases.

(h) Recruitment of personnel.

Authorized members shall review all content prior to posting to ensure that the posting does not contain prohibited content.

335.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Chief Communications Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

335.4.2 OTHER REQUIREMENTS

Where reasonably possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the department's presence on the website.

335.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

1. Members shall observe all copyright, trademark and service mark restrictions in posting materials to social media.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Regional Transportation District Police Department or its members.

(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.

(f) Any content posted for personal use.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

335.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

The Department shall not block any social media accounts associated with members of the public but should raise any concerns about social media interactions with the Chief Communications Officer.

335.6 MONITORING CONTENT

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content, and the resolution of any issues. The same supervisor should review the department social media on a quarterly basis for any posted prohibited content and remove the same upon discovery.

335.7 RETENTION OF RECORDS

The Professional Services Deputy Chief should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

335.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Community Relations

336.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Bias-Motivated Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

336.2 POLICY

It is the policy of the Regional Transportation District Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

336.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Detentions, Contacts and Photographing Detainees Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and Transit Police Communications of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Transit Police Communications of their location and status during the foot patrol.

336.4 COMMUNITY RELATIONS COORDINATOR

The Chief of Police or the authorized designee may designate a member of the Department to serve as the community relations coordinator. He/she should report directly to the Chief of Police or authorized designee and is responsible for:

(a) Obtaining department-approved training related to his/her responsibilities.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.

(c) Organizing surveys to measure the condition of the department's relationship with the community.

(d) Working with community groups, department members and other community resources to:

1. Identify and solve public safety problems within the community.
2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.

(e) Working with the Operations Deputy Chief to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.

(f) Recognizing department and community members for exceptional work or performance in community relations efforts.

(g) Attending District council and other community meetings to obtain information on community relations needs.

(h) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.

(i) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

336.5 SURVEYS

The community relations coordinator should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

(a) Overall performance of the Department

(b) Overall competence of department members

(c) Attitude and behavior of department members

(d) Level of community trust in the Department

(e) Safety, security or other concerns

A written summary of the compiled results of the survey should be provided to the Chief of Police.

336.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).

(b) Police-community get-togethers (e.g., cookouts, meals, charity events).

(c) Youth leadership and life skills mentoring.

(d) School resource officer/Drug Abuse Resistance Education (D.A.R.E.®) programs.

(e) Neighborhood Watch and crime prevention programs.

336.7 INFORMATION SHARING

The community relations coordinator should work with the Chief Communications Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

(a) Community meetings.

(b) Social media (see the Department Use of Social Media Policy).

(c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

336.8 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinator may develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

(a) Development and distribution of informational cards/flyers.

(b) Department website postings.

(c) Presentations to driver education classes.

(d) Instruction in schools.

(e) Department ride-alongs (see the Ride-Along Policy).

(f) Scenario/Simulation exercises with community member participation.

(g) Youth internships at the Department.

(h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

336.9 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

336.10 COMMUNITY ADVISORY COMMITTEE

The Chief of Policemay establish a committee of volunteers consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the committee should reflect the demographics of the community as much as practicable.

The committee should convene regularly to:

(a) Provide a public forum for gathering information about public safety concerns in the community.

(b) Work with the Department to develop strategies to solve public safety problems.

(c) Generate plans for improving the relationship between the Department and the community.

(d) Participate in community outreach to solicit input from community members, including youth from the community.

The Training Lieutenant should arrange for initial and ongoing training for committee members on topics relevant to their responsibilities.

The Chief of Police may include the committee in the evaluation and development of department policies and procedures and may ask them to review certain personnel complaints for the purpose of providing recommendations regarding supervisory, training or other issues as appropriate.

336.10.1 LEGAL CONSIDERATIONS

The Chief of Police and the community relations coordinator may work with the General Counsel as appropriate to ensure the committee complies with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.

336.11 TRANSPARENCY

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officers, suspects or case numbers. The community relations coordinator should work with the community

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

advisory committee to identify information that may increase transparency regarding department operations.

336.12 TRAINING

Subject to available resources, members may receive training related to this policy, including training on topics such as:

(a) Effective social interaction and communication skills.

(b) Cultural, racial and ethnic diversity and relations.

(c) Building community partnerships.

(d) Community policing and problem-solving principles.

(e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

336.12.1 STATE-MANDATED TRAINING

The Training Lieutenant is responsible for ensuring that members attend community policing and community partnership training as required by CRS § 24-31-315.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Extreme Risk Protection Orders

337.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning for and serving extreme risk protection orders, and accounting for firearms and concealed carry permits obtained pursuant to those orders (CRS § 13-14.5-108).

337.1.1 DEFINITIONS

Definitions related to this policy include:

Extreme risk protection order - An order prohibiting a named person from having in his/her custody or control, purchasing, possessing, or receiving prohibited items.

Prohibited items - Firearms and concealed carry permits that are prohibited by an extreme risk protection order.

337.2 POLICY

It is the policy of the Regional Transportation District Police Department to petition for and serve extreme risk protection orders in compliance with state law, and to properly account for prohibited items obtained by the Department pursuant to such orders.

337.3 EXTREME RISK PROTECTION ORDER COORDINATOR

The Chief of Police will appoint an extreme risk protection order coordinator. The responsibilities of the coordinator include:

(a) Developing and maintaining procedures for the filing of a petition for an order or a renewal of an order by department members. Procedures should include (CRS § 13-14.5-103; CRS § 13-14.5-104):

1. For temporary extreme risk protection orders, that a search warrant shall be sought concurrently with any petition.
2. A process for handling notices received from non-law enforcement petitioners to determine whether department attendance at a hearing is appropriate.
3. Involving agency counsel as required.
4. Making required state court administrator forms available (CRS § 13-14.5-114).

(b) Developing and maintaining factors to consider when assessing the need to seek an order, including:

1. Whether threats have been made, and if so, whether the threats are credible and specific.
2. Whether the potential victim is within close proximity.
3. Whether the person has expressed suicidal tendencies.
4. Whether the person has access to firearms.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

5. The criminal history of the person, in particular any history of criminal violence, including whether the person is currently on parole, probation, or monitored release.
6. The mental health history of the person, in particular whether the person has any history of mental illness or has ever been detained for being a danger to self or others.
7. Any upcoming holidays, anniversaries, or other dates of significance that may serve as a trigger for the person, such as the death of a family member.
8. Whether the person has any history of drug or alcohol abuse.

(c) Developing and maintaining procedures for the receipt and service of orders consistent with the requirements of CRS § 13-14.5-103 and CRS § 13-14.5-106. Procedures should include (CRS § 13-14.5-106):

1. Evaluation of an order to determine appropriate service and necessary precautions (see the Warrant Service and Operations Planning and Deconfliction policies).
    (a) Additional time to allow for the proper and safe planning and execution of the court order may be requested, if needed.
2. Forwarding orders, receipts, and other required notices to the Records Manager for recording in appropriate databases and required notice to the court, as applicable (CRS § 13-14.5-108).
3. Developing a process for achieving timely service of orders.

(d) Coordinating with the Training Lieutenant to provide officers who may be involved in petitioning for or serving orders with training on such orders. Training should include determining when a petition is appropriate, the process for seeking an order, and the service of such orders.

(e) Reviewing each petition and any associated court documents for an order to ensure compliance with this policy, department procedures, and state law.

(f) Developing and maintaining procedures for members to accept surrendered prohibited items at times other than when an order is being served by the department.

1. Procedures should include preparing and providing a receipt identifying all prohibited items to the person surrendering the items.

(g) Developing a process for receiving and reviewing notices from the court that a respondent of an extreme risk protection order has failed to make required filings and determining whether there is evidence that the respondent has failed to surrender any prohibited items (CRS § 13-14.5-108).

337.4 EXTREME RISK PROTECTION ORDERS

An officer who reasonably believes that an extreme risk protection order is appropriate should obtain approval from an appropriate supervisor and the risk protection order coordinator or authorized designee prior to seeking an order.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

337.4.1 STANDARDS

Extreme risk protection orders may be appropriate if a person poses a significant risk of causing personal injury to him/herself or others by having a firearm in his/her custody or control (CRS § 13-14.5-104). If a person poses a significant risk of causing personal injury to him/herself or others in the near future by having a firearm in his/her custody or control, a temporary extreme risk protection order may be appropriate (CRS § 13-14.5-103).

337.4.2 REQUIREMENTS OF PETITION

An application for an extreme risk protection order should be prepared, filed, and served consistent with state law and the procedures developed by the extreme risk protection order coordinator (CRS § 13-14.5-103; CRS § 13-14.5-104).

337.4.3 NOTICE TO FAMILIES AND PERSONS AT RISK

Upon the issuance of an extreme risk protection order, officers should make a reasonable good-faith effort to provide notice to a family or household member of the person named in the order and to any other person who may be at direct risk of violence. Officers should also provide family or household members with referrals to appropriate resources, including domestic violence, behavioral health, and counseling resources (CRS § 13-14.5-105).

Officers should document all efforts to provide notice and indicate whether or not the efforts were successful.

337.5 SERVICE OF ORDERS

Officers shall serve a copy of an extreme risk protection order, along with any accompanying notice of hearing and petition, as applicable, on the person named in the order as soon as practicable.

Service of orders shall take precedence over the service of other orders, except for orders of a similar emergency nature (CRS § 13-14.5-103; CRS § 13-14.5-105; CRS § 13-14.5-106).

337.5.1 ADDITIONAL SERVICE REQUIREMENTS

If officers are not able to complete service within five days, they should make reasonable attempts to notify the petitioner and gather additional information of the respondent's potential whereabouts (CRS § 13-14.5-106).

A notice providing referrals to appropriate resources, including domestic violence, behavioral health, and counseling resources should be provided to the person being served with a temporary extreme risk protection order at the same time as service of the order (CRS § 13-14.5-103).

337.5.2 SAFETY CONSIDERATIONS

Upon receipt of an extreme risk protection order, the operations director or the authorized designee should evaluate the circumstances of the order and consider what precautions are appropriate for service of the protection order.

When appropriate based on the circumstances and department procedures, service of an order should be executed pursuant to the Operations Planning and Deconfliction Policy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

In no circumstances should fewer than two officers be present when an order is being served.

337.5.3 SURRENDER OF PROHIBITED ITEMS

Officers serving an extreme risk protection order should request that the named person immediately surrender all prohibited items as required by the order. Officers shall take custody of any items surrendered pursuant to the order.

A receipt identifying all surrendered items shall be prepared by the officers and a copy given to the person (CRS § 13-14.5-108). The officers should ensure the original receipt is included in the original case report and forwarded to the Records Manager as soon as practicable.

All items collected should be handled and booked in accordance with the Property and Evidence Policy.

337.5.4 SEARCH WARRANTS

Officers should consider whether a search warrant may be reasonably necessary prior to attempting service of an order.

Officers should also consider whether to seek a search warrant if the named person refuses to surrender any prohibited items or if an officer serving an extreme risk protection order reasonably believes there are prohibited items within the person's custody, control, or possession that have not been surrendered (CRS § 13-14.5-103; CRS § 16-3-301.5; CRS § 13-14.5-108).

337.6 RELEASE OF PROHIBITED ITEMS

Any person requesting the release of any prohibited items in Department custody pursuant to an extreme risk protection order should be referred to the Property and Evidence Bureau.

337.7 RENEWAL OF EXTREME RISK PROTECTION ORDER

The Detective Bureau supervisor is responsible for the review of any extreme risk protection order obtained by the Department to determine if renewal or extension of the order should be requested within the time prescribed by law (CRS § 13-14.5-107).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Generative Artificial Intelligence Use

338.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for department use of generative artificial intelligence (GenAI). This policy does not apply to artificial intelligence that is integrated into facial recognition applications, voice recognition applications, biometric access controls, or software that redacts documents or video or similar applications.

Additional guidelines for the use of department information technology resources are found in the Information Technology Use Policy.

338.1.1 DEFINITIONS

Definitions related to this policy include:

Generative artificial intelligence (GenAI) - A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user.

338.2 POLICY

The use of GenAI systems carries unique benefits within a law enforcement agency, providing ways to increase operational efficiency, enhance department procedures, and improve the overall effectiveness of the Regional Transportation District Police Department.

However, the prompts input into GenAI systems can present risks to both individuals and law enforcement agencies by making accessible to the public information such as department tactics, investigative and training techniques, confidential information (e.g., confidential informants, protected information), active investigations, and security procedures. In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

It is the policy of the Department to develop, implement, and use GenAI ethically and responsibly in a way that minimizes potential risk and harm in accordance with the guidelines set forth below.

Any function carried out by a member of the Department using GenAI is subject to the same laws, rules, and policies as if carried out without the use of GenAI. The use of GenAI does not permit any law, rule, or policy to be bypassed or ignored.

338.3 RESPONSIBILITIES

338.3.1 CHIEF OF POLICE

The Chief of Police or an authorized designee shall approve all GenAI systems, their acceptable uses, and their authorized user groups prior to the use, implementation, or development for any department functions.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

338.3.2 AI COORDINATOR

The Chief of Police or the authorized designee may appoint an AI coordinator. The AI coordinator shall report to the Professional Services Deputy Chief or the authorized designee.

The responsibilities of an appointed AI coordinator include but are not limited to:

(a) Evaluating potential GenAI systems and recommending those GenAI systems that appear to be appropriate and trustworthy to the Chief of Police or the authorized designee. The trustworthiness of GenAI systems should be evaluated by balancing the following characteristics:

1. Validity and reliability - The system's apparent ability to meet the intended purpose and fulfill the needs of the Department consistently over time.
2. Safety - Any apparent risk to human life, health, property, or the environment that could result from the department's use of the system.
3. Security and resiliency - The system's capability to prevent unauthorized access and misuse and its ability to return to normal function should misuse occur.
4. Accountability and transparency - The ability to track and measure the system's use and activity through histories, audit logs, and other processes to provide insight about the system and identify potential sources of error, bias, or vulnerability.
5. Explainability and interpretability - The ability of the user to understand the purpose and impact of the system, how and why the system reached the resulting output, and what the output means for the user.
6. Privacy - The ability of the system to protect confidentiality and meet applicable privacy standards for the types of data intended to be input into the system (e.g., state privacy laws, Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA)).
7. Fairness - The ability of the system to operate in a way that avoids or minimizes bias and discrimination.

(b) Ensuring appropriate contractual safeguards are in place to manage third-party use of department data and to restrict the use of input in AI training data sets. If the input of protected information is necessary for the proper use of the GenAI system, an information-exchange agreement in compliance with applicable rules and standards (e.g., CJIS requirements) should be used to outline the roles, responsibilities, and data ownership between the Department and third-party vendor.

(c) Coordinating with others within the Department and District, such as the information technology or legal departments, as appropriate to ensure GenAI systems are procured, implemented, and used appropriately.

(d) Maintaining a list or inventory of department-approved GenAI systems and, when appropriate for department transparency, making the list or inventory available to the public.

(e) Developing and maintaining appropriate procedures related to the use of GenAI systems, including procedures for editing and fact-checking output.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(f) Ensuring any public-facing GenAI systems notify the user that GenAI is being used.

(g) Developing and updating training for the authorized users of each department-approved GenAI system.

(h) Ensuring access to department GenAI systems is limited to authorized users and establishing requirements for user credentials such as two-factor authentication and appropriate password parameters.

(i) Conducting audits at reasonable time intervals for each of the GenAI systems utilized by the Department to evaluate the performance and effectiveness of each approved system and to determine if it continues to meet the department's needs and expectations of trustworthiness. The coordinator should arrange for audits to be conducted by an external source, as needed.

(j) Ensuring each GenAI system is updated and undergoes additional training as reasonably appears necessary in an effort to avoid the use of outdated information or technologies.

(k) Keeping abreast of advancements in GenAI and any GenAI-related legal developments.

(l) Reviewing this policy and department practices and proposing updates as needed to the Chief of Police.

(m) Developing procedures in coordination with the *Brady* information coordinator and the Records Manager for the compilation and potential release of any discovery or records related to the use of GenAI systems consistent with *Brady* and the Colorado Criminal Justice Records Act.

338.4 USE OF GENERATIVE AI

The use of department GenAI systems by department members shall be limited to official work-related purposes, and members shall only access and use GenAI systems for which they have been authorized and received proper training.

Members shall use AI-generated content as an informational tool and not as a substitution for human judgment or decision-making. Members should not represent AI-generated content as their own original work.

AI-generated content should be considered draft material only and shall be thoroughly reviewed prior to use. Before relying on AI-generated content, members should:

(a) Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.

(b) Review prompts and output for indications of bias and discrimination and take steps to mitigate its inclusion when reasonably practicable (see the Bias-Based Policing Policy).

(c) Include a statement in the final document or work product that GenAI was used to aid in its production.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

338.4.1 PRIVACY CONSIDERATIONS

Information not otherwise available to the public, including data reasonably likely to compromise an investigation, reveal confidential law enforcement techniques, training, or procedures, or risk the safety of any individual if it were to become publicly accessible, should not be input into a GenAI system unless contractual safeguards are in place to prevent such information from becoming publicly accessible. Members should instead use generic unidentifiable inputs, such as "suspect" or "victim," and hypothetical scenarios whenever possible.

Protected information should only be input into GenAI systems that have been approved for such use and comply with applicable privacy laws and standards (see the Protected Information Policy).

338.5 PROHIBITED USE

Members shall not use GenAI systems as the sole basis to memorialize or rationalize a law enforcement decision, research, interpretation, or analysis of the law or facts related to a law enforcement contact or investigation.

Members shall not create user accounts in their official capacity or input work-related data (including information learned solely in the scope of their employment) into publicly available GenAI systems unless the system has been approved by the Chief of Police or the authorized designee for the intended use.

338.6 TRAINING

The AI coordinator should ensure that all members authorized to use GenAI have received appropriate initial training that is suitable for their role and responsibilities prior to their use of GenAI and receive periodic refresher training. Training should include but is not limited to the following:

(a) A review of this policy

(b) The need for human oversight of GenAI outputs

(c) The interpretation, review, and verification of GenAI output

(d) Checking GenAI output for bias or protected information

(e) Ethical use of GenAI technology

(f) Data security and privacy concerns

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Service Animals

339.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

339.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - An animal that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animals must be under the control of their handler, housebroken, the facility/vehilce can accommodate the animal, and its presence does nto compromise legitimate safety requirements (28 CFR 35.136(i)).

339.2 POLICY

It is the policy of the Regional Transportation District Police Department to provide equal access to services, programs, and activities of the Department to persons with service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law. This protection extends to any person who is training a service animal (CRS § 24-34-804).

339.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Regional Transportation District Police Department affords to all members of the public (28 CFR 35.136).

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

339.4 INQUIRIES REGARDING SERVICE ANIMALS

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about their disabilities nor should members ask any individual to provide any license, certification, or identification card for the service animal.

339.5 CONTACT WITH SERVICE ANIMALS

Service animals are not pets. Department members should not interfere with a service animal by talking to, petting, or otherwise initiating contact unless indicated by the handler or necessitated by the situation.

339.6 REMOVAL OF SERVICE ANIMALS

If a service animal is not housebroken, exhibits aggressive behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a department supervisor may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136 (b); 28 CFR 35.139).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, and activities to an individual with a disability. Members are expected to provide all services, programs, and activities that are reasonably available to an individual with a disability, with or without a service animal.

339.7 COMPLAINTS

When handling calls of a complaint regarding a service animal, members should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Vehicle Pursuits

340.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public, and fleeing suspects.

340.1.1 DEFINITIONS

Definitions related to this policy include:

Boxing-in - A low-speed tactic designed to stop a fleeing vehicle by surrounding it with emergency vehicles and then slowing all vehicles to a stop.

Pursuit Intervention Technique (PIT) - A low-speed tactic designed to apply lateral pressure to the rear quarter panel of a fleeing vehicle, causing it to spin out, stall, and come to a stop (also known as a Precision Immobilization Technique).

Ramming - The deliberate act of impacting a fleeing vehicle with another vehicle to functionally damage or otherwise force the fleeing vehicle to stop.

Roadblock - A tactic designed to stop a fleeing vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the fleeing vehicle.

Tire deflation device - A device designed to be placed on the roadway and puncture the tires of a fleeing vehicle, sometimes referred to as spike strips.

Vehicle pursuit - An attempt by one or more law enforcement officers to apprehend a suspect in a motor vehicle who, having been given a visual and audible signal to stop, fails to yield or uses high-speed driving or other evasive tactics (e.g., driving off a highway, turning suddenly) in an attempt to avoid arrest.

340.2 POLICY

It is the policy of this department to balance the need to apprehend a fleeing suspect with the risks associated with vehicle pursuits.

340.3 INITIATING A PURSUIT

Officers who have received appropriate training are authorized to initiate a vehicle pursuit when the need to apprehend a fleeing suspect clearly outweighs the risks a vehicle pursuit poses for officers and the public.

When balancing the risk of a pursuit with the need to apprehend the suspect, officers shall consider:

(a) The seriousness of the known or reasonably suspected crime committed by the suspect and the threat to the safety of the public if the suspect remains at large.

(b) Whether the identity of the suspect is known with enough certainty to enable apprehension at a later time.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) The speed of the vehicles relative to the conditions of the area, such as the population density, amount of vehicular and pedestrian traffic (e.g., school zones), time of day, and road conditions and weather conditions.

(d) The pursuing officer's driving capabilities, familiarity with the area, and quality of radio communications with the dispatcher/supervisor.

(e) The nature of the pursuing unit (e.g., marked vs. unmarked) and its speed and performance capabilities in relation to the fleeing vehicle (e.g., performance motorcycle).

(f) Whether there are other persons in or on the fleeing vehicle and their relationship to the situation (e.g., passengers, co-offenders, hostages).

(g) Whether the pursuing unit is carrying passengers other than on-duty police officers. Pursuits should not be undertaken with an arrestee in the pursuit vehicle unless exigent circumstances exist.

(h) The availability of other resources such as air support or vehicle locator/deactivation technology.

(i) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists, and others (CRS § 42-4-108).

340.4 PURSUIT UNITS

Vehicle pursuits should be limited to three police department emergency vehicles (two pursuit units and the supervisor vehicle). However, an officer or supervisor may request that additional units join a pursuit if, after assessing the factors outlined above, it reasonably appears that the number of officers involved may be insufficient to safely arrest the number of suspects.

340.4.1 EMERGENCY EQUIPMENT

Vehicle pursuits shall only be conducted using authorized police department vehicles that are equipped with emergency lighting and sirens as required by law (CRS § 42-4-213). Each pursuit unit's emergency lights and sirens shall remain activated throughout the unit's participation in the pursuit (CRS § 42-4-108).

Officers operating vehicles not equipped with emergency lights and siren are prohibited from pursuing a fleeing vehicle or joining a pursuit. Officers in such vehicles may provide support to pursuing units when needed, but should operate the vehicle in compliance with all traffic laws and should discontinue such support immediately upon arrival of a sufficient number of authorized emergency vehicles or any air support.

340.4.2 UNMARKED UNITS

When involved in a pursuit, police department unmarked vehicles should be replaced by marked four-wheel emergency vehicles as soon as practicable.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

340.4.3 PRIMARY UNIT

The initial pursuing officer should be designated as the primary unit and will be responsible for the conduct of the pursuit unless that unit is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to themself or others.

As soon as practicable, the primary unit should notify Transit Police Communications of the pursuit, request priority radio traffic, and provide appropriate information including:

(a) The location, direction of travel, and estimated speed of the pursuit.

(b) The description of the fleeing vehicle, including the license plate number, if known.

(c) The reason for the pursuit.

(d) A description of the fleeing vehicle's evasive driving behavior (e.g., rapid lane changes, no headlights, driving on the wrong side of the road).

(e) Known or suspected weapons, threat of force, violence, injuries, hostages, or other unusual hazards.

(f) The suspected number of occupants and their identities or descriptions.

(g) The weather, road, and traffic conditions.

(h) The need for any additional resources or equipment.

(i) The identities of other law enforcement agencies involved in the pursuit.

The primary unit is responsible for broadcasting the progress of the pursuit until a secondary or air unit joins the pursuit. Once an additional unit joins the pursuit, the primary unit should relinquish the responsibility of broadcasting the progress to the secondary or air unit unless circumstances reasonably indicate otherwise.

340.4.4 SECONDARY UNIT

The second officer in the pursuit should be designated as the secondary unit and is responsible for:

(a) Notifying Transit Police Communications of their entry into the pursuit.

(b) Broadcasting the progress of the pursuit, updating known or critical information, and providing changes in the pursuit, unless the situation indicates otherwise.

(c) Identifying the need for and requesting additional resources or equipment as appropriate.

(d) Serving as backup to the primary unit once the fleeing vehicle has been stopped.

340.4.5 AIR UNITS

When available, air unit assistance should be requested. The air unit should assume responsibility of broadcasting the pursuit once they have established visual content with the fleeing vehicle. Ground units should maintain operational control and consider whether the continued close proximity and/or involvement in the pursuit is warranted.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit, and provide pursuing units with details of upcoming traffic congestion, road hazards, or other information pertinent to evaluating whether to continue the pursuit. If ground units are not within visual contact of the fleeing vehicle and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend termination.

340.5 PURSUIT DRIVING

The decision to use specific driving tactics requires consideration of the same factors as initiating a pursuit. In addition, officers involved in the pursuit should adhere to the following:

(a) Pursuing units should space themselves far enough from other involved vehicles to be able to see and avoid hazards and react safely to maneuvers by the fleeing vehicle.

(b) Pursuing units should exercise caution and slow down as necessary when proceeding through intersections.

(c) Pursuing units should not follow a fleeing vehicle driving against traffic (wrong way) and should instead:

1. Request assistance from available air support.
2. Maintain visual contact with the fleeing vehicle by paralleling it on the correct side of the roadway.
3. Request other units to observe exits available to the fleeing vehicle.

(d) Pursuing units should request that Transit Police Communications notify the Colorado State Patrol and/or another law enforcement agency if it appears that the pursuit may enter its jurisdiction.

(e) Pursuing units should not attempt to pass other pursuit units unless the situation indicates otherwise or they are requested to do so. Passing another pursuit unit should only be attempted with a clear understanding of the maneuver.

340.5.1 RULES OF THE ROAD

Officers shall drive with due regard for the safety of all persons and property. However, when in pursuit, if there is no unreasonable risk to persons and property, officers may (CRS § 42-4-108):

(a) Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation.

(b) Exceed the speed limit.

(c) Disregard regulations governing direction of movement or turning in specified directions.

340.5.2 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers not directly involved in the pursuit should stay alert to its progress and location and may proceed safely to intersections ahead of the pursuit to warn cross traffic. When clearing intersections along the pursuit path, officers are authorized to use emergency equipment and should attempt to place their vehicles in locations that provide some safety or an escape route in

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

the event of an unintended accident or a suspect intentionally trying to ram the police department vehicle.

Other than clearing intersections along the pursuit path, uninvolved officers should avoid operating under emergency conditions (emergency lights and siren) and should remain in their assigned areas unless directed otherwise by a supervisor.

When needed, non-pursuing officers and officers who have dropped out of the pursuit should respond to the pursuit termination point in a non-emergency manner, observing the rules of the road. Officers should not parallel the pursuit route.

340.6 SUPERVISORY CONTROL AND RESPONSIBILITIES

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

(a) Immediately notifying the involved units and the dispatcher of supervisory presence and ascertaining all reasonably available information in order to continuously assess the situation and risk factors associated with the pursuit.

(b) Exercising management and control of the pursuit and, when appropriate, engaging in the pursuit to provide on-scene supervision.

(c) Confirming that no more pursuing units than required are involved in the pursuit.

(d) Directing that the pursuit be terminated if, in the supervisor's judgment, continuing the pursuit is not justified under the guidelines of this policy.

(e) Assessing the emotional state of the officers involved and directing an officer to disengage from the pursuit if it appears they are unable to control their emotions.

(f) Requesting additional assistance from air support, canines, or other resources, if available and appropriate.

(g) Verifying that the proper radio channel is being used.

(h) Confirming the Shift Sergeant has been notified of the pursuit.

(i) Overseeing the notification and/or coordination of outside agencies if the pursuit leaves or is likely to leave the jurisdiction of this department.

(j) Continuing the management and control of Regional Transportation District Police Department units when a pursuit enters another jurisdiction.

(k) Preparing documentation of the pursuit and conducting a post-pursuit review, as required.

340.6.1 SHIFT SERGEANT RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Shift Sergeant should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Sergeant has the final responsibility for the coordination, control, and termination of a vehicle pursuit and shall be in overall command.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

340.7 TRANSIT POLICE COMMUNICATIONS

Radio communications during a pursuit should be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies.

340.7.1 TRANSIT POLICE COMMUNICATIONS RESPONSIBILITIES

Upon notification or becoming aware that a pursuit has been initiated, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved units and personnel.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Shift Sergeant as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

340.8 INTERJURISDICTIONAL CONSIDERATIONS

Unless entry into another jurisdiction is expected to be brief, the primary unit or supervisor should ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

340.8.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

When a pursuit enters another agency's jurisdiction, the primary unit or the supervisor should determine whether to request the other agency assume the pursuit, taking into consideration the distance traveled, familiarity with the area, and other pertinent facts.

Once another agency has agreed to assume the pursuit, pursuing units should relinquish control and discontinue participation unless the continued assistance of the Regional Transportation District Police Department is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may, with supervisory approval, proceed to the termination point in order to provide information and assistance for the arrest of the suspect and reporting of the incident. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for department reports.

340.8.2 PURSUITS EXTENDING INTO THIS JURISDICTION

Officers from this department should not join a pursuit being conducted by another agency unless specifically requested to do so by that agency and with approval from a supervisor.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of the Regional Transportation District Police Department, the Shift Sergeant or supervisor should review the request as soon as practicable, taking into consideration:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Whether the need to apprehend the fleeing suspect outweighs the risks of the pursuit to officers and the public.

(b) Whether there is adequate staffing to continue the pursuit.

(c) The available units' capabilities to maintain the pursuit.

(d) The number of available units and other resources of the pursuing agency.

Assistance to a pursuing agency by officers of this department should terminate at the District limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department should continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers should provide appropriate assistance to the pursuing agency such as scene control, inter-agency coordination, completion of supplemental reports, and any other reasonable assistance requested or needed.

340.9 PURSUIT INTERVENTION

Pursuit interventions should only be used when it reasonably appears that using the intervention will contain or prevent the pursuit, and the need to immediately stop the fleeing vehicle outweighs the risks of injury or death to officers and others.

Pursuit interventions may be construed as a use of force, including deadly force, and are subject to the policies guiding such use. Officers should consider the guidelines for the use of force when deciding how, when, where, and if a pursuit intervention should be employed. Refer to the Use of Force Policy for additional guidance.

Whenever practicable, an officer should seek approval from a supervisor before employing any pursuit intervention to stop a fleeing vehicle. Officers should not attempt a pursuit intervention unless they have received the appropriate training for the intervention being used.

340.9.1 TIRE DEFLATION DEVICE

Before deploying a tire deflation device, officers should consider factors such as:

(a) Speed of the fleeing vehicle - Traveling at high speeds increases the risk the suspect will lose control of the vehicle after driving over or swerving to avoid a tire deflation device.

(b) Weather and visibility - Tire deflation devices should only be deployed when the location, weather, and other conditions allow the deploying officer to clearly see the fleeing vehicle, pursuit units, and other approaching traffic.

(c) Cover - Deployment should occur in a location that provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicles.

(d) Road conditions - Soft or loose material such as dirt or gravel may prevent a tire deflation device from puncturing the vehicle's tire. Deploying the device on loose pavement or icy or wet roads increases the risk of the suspect losing control of the vehicle.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(e) Characteristics of the deployment area - A tire deflation device should not be deployed in areas that are heavily populated with pedestrians, at times of heavy traffic, or at a location where there is a heightened chance of striking a fixed object.

(f) Characteristics of the fleeing vehicle - Except in extraordinary circumstances, a tire deflation device should not be used when the fleeing vehicle is a motorcycle or other vehicle with fewer than four wheels, an ATV, a vehicle transporting hazardous materials, or a school bus transporting children.

Because of the risks to deploying officers, the intent to deploy a tire deflation device and its location should be clearly communicated to the dispatcher and all involved units.

340.9.2 RAMMING AND ROADBLOCKS

Ramming and roadblocks shall only be used when deadly force is warranted and all other reasonable alternatives have been exhausted or reasonably appear ineffective.

340.9.3 FIREARMS

Specific guidance on the use of a firearm during a vehicle pursuit is addressed in the Use of Force Policy.

340.10 TERMINATING A PURSUIT

The factors considered when initiating a pursuit should be continually reevaluated by pursuing units during the pursuit, as the circumstances and conditions change, and as new information becomes available. If at any time the risk of continuing the pursuit outweighs the need to immediately apprehend the suspect, the pursuit should be terminated.

In addition, a pursuit should be terminated when:

(a) A supervisor directs the pursuit to be terminated.

(b) The location of the fleeing vehicle is no longer known.

(c) The distance between the pursuing units and the fleeing vehicle is so great that further pursuit would be futile or would continue for an unreasonable time and/or distance.

(d) The pursuing unit sustains damage or a mechanical failure that makes it unsafe to drive or renders the emergency lighting and sirens partially or completely inoperable and there are no additional units readily available to take over the pursuit.

When a pursuit terminates for any reason, all pursuit units should verbally acknowledge termination, turn off emergency lights and sirens, reduce their speed, and obey all traffic laws. The primary unit should communicate the location of pursuit termination to the dispatcher.

340.10.1 LOSS OF PURSUED VEHICLE

When a pursuit is terminated because the location of the fleeing vehicle is no longer known, the primary unit should broadcast pertinent information for other units to assist in locating the suspect. The primary unit or supervisor will be responsible for coordinating any further search for the pursued vehicle.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

340.10.2 APPREHENSION OF SUSPECTS

Officers should exercise proper self-discipline and sound professional judgment at the conclusion of a pursuit and while apprehending the suspect.

Unless otherwise directed by a supervisor, an officer other than the primary unit should coordinate efforts to apprehend the suspect following the pursuit.

Any use of force necessary to apprehend the suspect shall be consistent with the Use of Force Policy.

340.11 DEBRIEFING

Participating officers should return to the Department as soon as practical following a pursuit to debrief with a supervisor.

340.12 REPORTING REQUIREMENTS

Appropriate reports should be completed as required by applicable laws, policies, and procedures.

(a) Pursuing officers should complete appropriate crime/arrest and pursuit reports.

(b) The involved supervisor, or if unavailable, the on-duty field supervisor, shall obtain available information and promptly complete appropriate written notification to the Chief of Police or the authorized designee. The notification should briefly summarize the pursuit and include, at a minimum:

1. Date and time of the pursuit.
2. Reason and circumstances surrounding the pursuit (e.g., seriousness of the crime, road and traffic conditions, speed and driving behavior of the fleeing vehicle) that warranted initiation and continuation of the pursuit.
3. Length of pursuit in distance and time, including the starting and termination points.
4. Involved vehicles and officers.
5. Alleged offenses.
6. Whether a suspect was apprehended, as well as the means and methods used.
7. Arrestee information, if applicable.
8. Any injuries and/or medical treatment.
9. Any property or equipment damage.
10. Name of supervisor at the scene or who handled the incident.

After receiving copies of the written notification, reports, and other pertinent information, the Chief of Police or the authorized designee shall conduct or assign a post-pursuit review, as appropriate.

The Chief of Police should direct an annual documented review and analysis of department vehicle pursuits to minimally include policy suitability, policy compliance, and training or equipment needs. The review should not contain the names of officers, suspects, or case numbers.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

340.13 PURSUIT TRAINING

The Training Lieutenant should ensure that members of this department receive initial and annual training on this policy and vehicle pursuits relevant to their role (e.g., officers, supervisors, air units, dispatchers).

Officer training should address decision-making involved in initiating, continuing, and terminating a pursuit by balancing the need to apprehend the suspect with the risk of a pursuit. Subject to available resources, training on pursuit driving and the deployment of pursuit intervention tactics should include scenario-based training and behind-the-wheel practice, in addition to classroom instruction.

340.14 POLICY ACKNOWLEDGEMENT

Officers of this department shall certify in writing that they have received, read, and understand this policy initially, upon any amendments, and whenever training on the policy is provided.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Portable Fingerprint Scanner

341.1 PURPOSE AND SCOPE

This policy is to establish guidelines for the use of Mobile Fingerprint Scanners (hereinafter referred to as scanners) to assist in the rapid identification of a person.

341.2 DEFINITIONS

Automated Fingerprint Identification System (AFIS) - a biometric identification (ID) system that uses digital imaging technology to obtain, store and analyze fingerprint data.

Mobile Fingerprint Scanner (scanner) - a handheld device that communicates with the Colorado Bureau of Investigation's Automated Fingerprint Identification System (AFIS). The scanner checks two fingerprints obtained from a person of interest which can provide positive identification if the person's fingerprints are in one of the RISC databases.

Repository of Individuals of Special Concern (RISC) - a subset of the Federal Bureau of Investigation's (FBI) Criminal Master File. It has the ability to quickly assess the person of interest's threat

341.3 POLICY

Mobile Fingerprint Scanners provide RTD Police Officers with a specialized tool to assist in the positive identification of individuals. Identifications searched through the AFIS system are limited to subjects in the respective RISC databases. Scanners access AFIS and run through National Crime Information Center (NCIC) and the Colorado Crime Information Center (CCIC) databases for identification purposes only.

RTD Police Officers shall run the person of interest through traditional NCIC/ CCIC and Department of Revenue (DOR) means (i.e., dispatch, records, or mobile data terminal) to determine the person's warrant, restraining order or driving privilege status. The following statements will provide boundaries for the use of the scanners:

(a) No member of the RTD Police Department may use the scanners until after they have received the State mandated training offered by the Colorado Bureau of Investigation.

(b) Officers shall not use force on a resistive subject to obtain a scanner reading. In cases where a subject is non-compliant with a fingerprint scan, officers should request a supervisor to respond to the scene. In most cases, positive identification of a physically resistive subject will be made through the traditional booking process.

(c) Officers shall not use the scanners to identify an obvious juvenile without the consent of a parent or legal guardian.

(d) Officers may use the scanners when reasonably needed to identify a cooperative person during a consensual encounter.

(e) Officers may use the scanners to identify a generally compliant person when reasonable suspicion exists that the person has been, is, or may be about to commit a crime.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(f) Officers may use the scanners if probable cause exists to arrest the person – although the scanner does not replace the traditional fingerprint terminal

(g) Officers may use the scanners, with the approval of the coroner's staff, to identify a dead body.

(h) Officers may use the scanners to identify at risk or likely missing persons who are not able to identify themselves.

(i) Scanners shall not be used for random or intelligence gathering efforts and their use will be documented in the appropriate investigative, arrest, or criminal summons report.

(j) Members of the RTD Police Department, trained and authorized to use the scanners shall care for the scanners in a manner consistent with the training and manufacturer specifications.

(k) Any "hit" or positive identification through one of RISC databases must be documented in accordance with the State mandated training. This reporting is a requirement for access to the RISC database.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chapter 4 - Patrol Operations

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the Department to ensure intraorganizational cooperation and information sharing.

400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles. They will patrol assigned jurisdictional areas of Regional Transportation District, identify community needs, provide support and assistance to the community, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours a day seven days a week.

Patrol will generally provide the following services within the limits of available resources:

(a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order and the discovery of hazardous situations or conditions.

(b) Crime prevention activities, such as residential inspections, business inspections and community presentations.

(c) Calls for service, both routine and emergency.

(d) Investigation of both criminal and non-criminal acts.

(e) The apprehension of criminal offenders.

(f) Community Oriented Policing and problem-solving activities, such as citizen assists and individual citizen contacts of a positive nature.

(g) The sharing of information between the patrol and other divisions within the Department, as well as other government agencies.

(h) The application of resources to specific problems or situations within the community that may be improved or resolved by Community Oriented Policing and problem-solving strategies.

1. Problem-solving strategies should be designed specifically to address crime and disorder issues and should include the following components:
    (a) Review of the situation
    (b) Identification of the problem
    (c) Development of a response to address the problem
    (d) Evaluation of the effectiveness of the response

(i) Traffic direction and control.

(j) Response to disasters, civic unrest and natural emergencies.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(k) Assist in the service of civil papers.

400.1.2 TERRORISM

The Office of Preparedness and Security (OPS) coordinates Colorado’s response to terrorism (CRS § 24-33.5-1601(1)(g); CRS § 24-33.5-1606).

It is the goal of the Regional Transportation District Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI).

The supervisor should ensure that all terrorism-related reports and FIs are forwarded to the Detective Bureau supervisor in a timely fashion.

The Detective Bureau supervisor should forward the information as soon as practicable to the OPS Colorado Information Analysis Center.

400.1.3 TERRORISM

The Office of Preparedness and Security (OPS) coordinates Colorado's response to terrorism (CRS § 24-33.5-1601(1)(g); CRS § 24-33.5-1606).

It is the goal of the RTD Transit Police Division to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a Supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report. The Supervisor should ensure that all terrorism-related reports and FIs are forwarded to the Colorado Information Analysis Center.

400.2 PATROL INFORMATION SHARING PROCEDURES

The following guidelines are intended to develop and maintain intraorganizational cooperation and information flow between the various divisions of the Regional Transportation District Police Department.

400.2.1 CRIME ANALYST

The Crime Analyst will be responsible for information exchange. Criminal information and reports can be submitted to the Records Bureau for distribution to all divisions within the Department through daily and special bulletins.

400.2.2 CRIME REPORTS

A crime report may be completed by any patrol officer who receives criminal information. The report will be processed and forwarded to the appropriate bureau for retention or follow-up investigation.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

400.2.3 PATROL BRIEFINGS

Patrol supervisors, investigative sergeants and special unit sergeants are encouraged to share information as much as reasonably possible. All supervisors and/or officers will be provided an opportunity to share information through daily patrol briefings, as time permits.

400.2.4 INFORMATION CLIPBOARDS

Several information clipboards may be maintained in the briefing room and may be available for review by officers from all divisions within the Department. These include, but are not limited to, the patrol check clipboard, the wanted persons clipboard and the written directive clipboard.

400.2.5 BULLETIN BOARDS

A bulletin board may be kept in the briefing room and the Detective Bureau for display of suspect information, investigative reports and photographs. New Interim Directives will be made available for patrol supervisors and will be discussed at briefings and shift meetings. A copy of the Interim Directivemay be placed on the briefing room clipboard.

400.3 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Regional Transportation District Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing or improper profiling - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin (including limited English proficiency), religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement. This includes explicit and implicit biases (i.e., conscious and unconscious beliefs or attitudes towards certain groups) (CRS § 24-31-309).

401.2 POLICY

The Regional Transportation District Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of racial- or bias-based profiling to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

Officers shall provide, without being asked, a business card to any person who was detained in a traffic stop and was not cited or arrested. The business card shall include identifying information including, but not limited to, the officer's name, division, precinct and badge or other identification

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

number and a telephone number that may be used, if necessary, to report any comments, either positive or negative, regarding the traffic stop (CRS § 24-31-309(4)(a)).

401.4.1 REASON FOR CONTACT
Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

After making a consensual or nonconsensual contact for the purpose of enforcing the law or investigating possible violations of the law, officers should complete a report as required by CRS 24-31-309. To the extent that written documentation would otherwise be completed (e.g., arrest report, Field Interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with Policy. Supervisors should ensure that the identity of a person filing a bias-based profiling complaint is kept confidential to the extent permitted by law or unless necessary for further processing of the complaint (CRS § 24-31-309).

(a) Supervisors should discuss any issues with the involved officer and their supervisor in a timely manner.

    1. Supervisors should document these discussions in the prescribed manner.

(b) Supervisors should periodically review Mobile Audio/Video MAV recordings, body-worn camera (BWC) media, Mobile Data Terminal (MDT) data, and any other available resource used to document contact between officers and the public to ensure compliance with this policy.

    1. Supervisors should document these periodic reviews.

    2. Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 STATE REPORTING

The Department shall compile, on at least an annual basis, any information derived from complaints of profiling that are received due to the distribution of business cards as provided in this policy. The information shall be made available to the public but shall not include the names of officers or the names of persons alleging profiling (CRS § 24-31-309).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

401.7 ADMINISTRATION

The OperationsDeputy Chief should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The report should also include a documented review of department activities with potential for bias. This may include traffic and field contacts, asset forfeiture efforts, citizen complaints, and any corrective measures taken. The annual report should not contain any identifying information about any specific complaint, member of the public, or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review this policy and the annual report, and discuss the results with those they are assigned to supervise.

401.8 TRAINING

Training on fair and objective policing and review of this policy shall be conducted periodically and include:

(a) Explicit and implicit biases.

(b) Avoiding improper profiling.

401.8.1 ADDITIONAL STATE REQUIREMENTS

All certified members shall attend regular training on the subject of bias-based policing (CRS § 24-31-309; CRS § 24-31-315).

401.9 PUBLIC INFORMATION

The Operations Deputy Chief will ensure that this policy is made available to the public for inspection during business hours (CRS § 24-31-309).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Roll Call Briefing

402.1 PURPOSE AND SCOPE

Roll Call Briefing is generally conducted at the beginning of the officer's assigned shift. Roll Call Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct roll call briefing. However, officers may conduct roll call briefing for training purposes with supervisor approval.

Roll Call Briefing should accomplish, at a minimum, the following basic tasks:

(a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles and major investigations.

(b) Notifying officers of changes in schedules and assignments.

(c) Notifying officers of new Interim Directives or changes in Interim Directives.

(d) Reviewing recent incidents for training purposes.

(e) Providing training on a variety of subjects.

402.2 ROLL CALL BRIEFING AND ROLL CALL TRAINING

Roll Call Briefing and roll call training is generally conducted at the beginning or conclusion of the officer's assigned shift, yet it may occur at another period. Roll Call Briefing and roll call training should incorporate short training segments on a variety of subjects and may include:

(a) Review and discussion of new or updated policies.

(b) Presentation and discussion of the proper application of existing policy to routine daily activities.

(c) Presentation and discussion of the proper application of existing policy to unusual activities.

(d) Reviewing recent incidents for training purposes.

402.3 PREPARATION OF MATERIALS

The supervisor conducting roll call briefing and/or roll call training, or the officer if the supervisor is unable to participate in a group briefing or roll call training session, is responsible for collection and preparation of the materials necessary for a constructive briefing and/or roll call training. A supervisor may delegate this responsibility to a subordinate officer in his/her absence or for training purposes.

402.4 RETENTION OF ROLL CALL BRIEFING AND ROLL CALL TRAINING RECORDS

Roll Call Briefing and roll call training materials and a curriculum or summary shall be forwarded to the Training Lieutenant for inclusion in training records, as appropriate.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Regional Transportation District Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Jurisdictional Issues

404.1 PURPOSE AND SCOPE

This policy provides general guidelines for reporting law enforcement activity, while on- or off-duty, that is occurring outside the jurisdiction of the RTD Transit Police Division.

404.1.1 ASSISTANCE TO AGENCIES OUTSIDE RTD JURISDICTION

When an officer is on-duty and is requested by an outside agency to participate in law enforcement activity outside RTD jurisdiction, he/she shall obtain prior approval from a Supervisor and shall respond to the request as outlined in the Mutual Aid and Outside Agency Assistance Policy. If the request is of an emergency nature, the officer shall notify the appropriate Transit Police Communications center before responding and thereafter notify a Supervisor as soon as practicable.

404.1.2 LAW ENFORCEMENT ACTIVITY OUTSIDE RTD JURISDICTION

Any on-duty officer who engages in self-initiated law enforcement activities of any type outside RTD jurisdiction that is not part of a mutual aid request shall notify a Supervisor at the earliest possible opportunity. Any off-duty officer who engages in any law enforcement activities, regardless of jurisdiction, shall notify the a Supervisor as soon as reasonably practicable.

The Supervisor shall determine if a case report or other documentation of the officer's activity is required. The report or other documentation shall be forwarded to the Administrative Lieutenant.

404.2 JURISDICTIONAL AUTHORITY

Within the RTD jurisdiction, the RTD Transit Police Division shall enforce the laws of the State of Colorado, and carry out all duties and responsibilities attributed to the Police Division which derives authority from the Constitution of the State of Colorado.

Officers of the RTD Transit Police Division shall not unilaterally investigate crimes or provide police service outside RTD jurisdiction without the direct request of the sheriff of the affected county, or the Chief of Police, if in an incorporated area.

This order does not prevent a police response under mutual aid conditions or in a fresh pursuit situation, as authorized under CRS 16-3-106, or when another police officer, deputy sheriff, or state patrolman needs emergency assistance anywhere in the state.

404.3 AGENCY COOPERATION

The RTD Transit Police Division has jurisdiction and responsibility in matters concerning RTD community members and property within RTD jurisdiction.

The RTD Transit Police Division shall participate in the area Chiefs meetings.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Ride-Alongs

405.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the Regional Transportation District Police Department. This policy provides the requirements, approval process, hours of operation, and member responsibilities for ride-alongs.

405.2 POLICY

Ride-along opportunities will be provided to members of the public, District employees, and members of this department to observe and experience, first-hand, various functions of the Regional Transportation District Police Department. The term “ride-along” includes riding as a passenger with an officer on patrol or observing the work day of members engaged in other functions within the Department, such as Transit Police Communications.

405.3 ELIGIBILITY

A ride-along is available to Regional Transportation District residents and business owners, and students. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include but are not limited to:

- Being under 15 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against this department or the District.
- Denial by any supervisor.

405.4 AVAILABILITY

A ride-along or job observation is available most days of the week, from 10 a.m. to 11 p.m. Exceptions to this schedule may be made as approved by the Chief of Police or Shift Sergeant.

405.5 REQUESTS TO PARTICIPATE

Generally, ride-along and job observation requests will be maintained and scheduled by the Shift Sergeant. The applicant will complete and sign a ride-along or job observation waiver form. If the applicant is under 18 years of age, a parent or guardian must be present to complete the waiver form. Information requested will include a valid state-issued identification card or driver's license number, birthdate, address, and telephone number.

The Shift Sergeant will schedule a date, based on availability, generally one week after the date of application. If approved, a copy of the waiver form will be forwarded to the appropriate Division as soon as possible for scheduling considerations.

If the request is denied, a representative of this department will advise the applicant of the denial.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

405.6 PROCEDURES

Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Cadets
- Explorers
- Volunteers
- Chaplains
- Reserves
- Auxiliaries
- Regional Transportation District Police Department applicants
- Any others with approval of the Shift Sergeant
- Students enrolled in any department-approved dispatcher training course

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in department vehicles at a given time.

Ride-along requirements for department Cadets and Explorers are covered in the Police Cadets and Explorers Policy.

405.6.1 OFF-DUTY PARTICIPATION

Off-duty members of this department or any other law enforcement agency, and employees of the District, will not be permitted to participate in a ride-along with on-duty members of this department without the express consent of the Shift Sergeant.

In the event that such participation is permitted, the off-duty department member, other law enforcement agency personnel, or District employee shall not:

(a) Be considered on-duty.

(b) Represent him/herself as a member of this department or any other law enforcement agency.

(c) Participate in any law enforcement activity except as emergency circumstances may require.

405.6.2 CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Colorado Crime Information Center (CCIS) and National Crime Information Center (NCIC) criminal history check prior to approval of the ride-along.

405.6.3 SUITABLE ATTIRE

Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse, or jacket; slacks; and shoes. Sandals, t-shirts, tank tops, shorts, and ripped or torn

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

pants are not permitted. Hats and ball caps will not be worn without the express consent of the Shift Sergeant. The Shift Sergeant or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

405.7 MEMBER RESPONSIBILITIES

The assigned department member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

(a) The participant will follow the directions of the department member.

(b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handing any police department equipment.

(c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member's duties.

    1. If the ride-along is in progress, the member may return the participant to the point the ride originated.

(d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.

(e) Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.

(f) Participants who are not law enforcement officers shall not be permitted to accompany the department member into a private residence without the express consent of the resident or other authorized person.

The member assigned to provide a ride-along shall advise the dispatcher that a ride-along participant is present in the vehicle before going into service. An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, such as a high-speed pursuit and, if feasible, let the participant out of the vehicle in a well-lit public place. The dispatcher will be advised of the situation and as soon as practicable have another department member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Shift Sergeant. The member should enter comments regarding the reasons for terminating the ride-along on the waiver form.

Upon completion of the ride-along, the member shall return the waiver form to the Shift Sergeant.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Hazardous Material Response

406.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees and others as a result of their exposure. To comply with applicable law, the following represents the policy of this department.

406.1.1 HAZARDOUS MATERIAL DEFINED

Hazardous material - A substance which by its nature, containment and reactivity, has the capability of inflicting harm to people, other living organisms, property or the environment during exposure. Hazardous materials are characterized as being toxic, corrosive, flammable, explosive, oxidizing, asphyxiating, pathogenic, allergenic, biohazardous, or radioactive and pose a threat to health when improperly managed.

406.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic collision, chemical spill or fire. When employees come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond and mitigate most hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training.

A responder entering the area may require decontamination before he/she is allowed to depart the scene and should be evaluated by appropriate technicians and medical professionals for signs of exposure.

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Make the initial assessment of a potential hazardous material from a safe distance.

(b) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.

(c) Wear personal protective gear, being cognizant that some hazardous material may quickly volatilize into a form which is readily inhaled.

(d) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars/spotting scopes) if they are available. Identification can be determined by:

1. Placards and use of the Emergency Response Guidebook.
2. Driver’s statements or shipping documents from the person transporting the material.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

3. Information obtained from any involved person with knowledge regarding the hazardous material.

(e) Obtain information from any involved party who has knowledge regarding the hazardous material. Information should include:

1. The identity of the material.
2. How to secure and contain the material.
3. Any other information to protect the safety of those present, the community and the environment.

(f) Notify the appropriate fire department. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.

(g) Provide first aid to injured parties if it can be done safely and without contamination.

(h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered. Depending on the material, mandatory evacuation may be necessary.

(i) Make reasonable efforts to secure the scene to prevent access from unauthorized personnel.

(j) Establish a decontamination area when needed.

(k) Contact the local Colorado State Patrol Dispatch to request assistance from the Colorado State Patrol Hazardous Materials Unit.

(l) If available, activate reverse 9-1-1 calling to the affected area.

406.3 REPORTING EXPOSURE

Department personnel who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee in an employee memorandum, which shall be forwarded via chain of command to the Deputy Chief as soon as practicable. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the memorandum.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report.

406.3.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to treat the exposure.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Hazardous Material Response

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the appropriate fire department.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

407.2 POLICY

It is the policy of the Regional Transportation District Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

407.3.1 EMERGENCY COMMUNICATIONS

Any department member supervising a hostage or barricade situation in this jurisdiction may order a security employee of a communications or internet access provider to cut, reroute or divert telephone lines or a cellular or digital communications signal to prevent the suspect from communicating with any person other than a law enforcement officer (CRS § 18-9-312).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Any department member supervising a hostage or barricade situation may also order a telecommunication provider to disclose location information of any hostage's or other named person's telecommunications device if the supervising member reasonably believes that the time required to obtain a court order would increase the risk of death or serious bodily injury to the hostage or any person with the named person (CRS § 18-9-312). The supervising member shall ensure that a court order is obtained within 48 hours of the initial request for the location information (CRS § 18-9-312).

407.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. In the interim, the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Chief Communications Officer.

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

407.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Chief Communications Officer.

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander (IC) until properly relieved.This includes requesting a SWAT response if appropriate and apprising the SWAT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.

(b) Ensure the completion of necessary first responder responsibilities or assignments.

(c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.

(d) Establish a command post location as resources and circumstances permit.

(e) Designate assistants who can help with intelligence information and documentation of the incident.

(f) If it is practicable to do so, arrange for video documentation of the operation.

(g) Consider contacting utility and communication providers when restricting such services (e.g., restricting electric power, gas, telephone service).

(h) Ensure adequate law enforcement coverage for the remainder of the District during the incident. The supervisor should direct nonessential personnel away from the scene unless they have been summoned by the supervisor or Transit Police Communications.

(i) Identify a media staging area outside the outer perimeter and have the department Chief Communications Officer or a designated temporary media representative provide media access in accordance with the Media Relations Policy.

(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.

(k) Debrief personnel and review documentation as appropriate.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

407.6 CRISIS RESPONSE UNIT RESPONSIBILITIES

It will be the IC's decision, with input from the SWAT Commander, whether to deploy the SWAT during a hostage or barricade situation. Once the IC authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical portion of the operation.The IC shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for the SWAT. The IC and the SWAT Commander or the authorized designee shall maintain communications at all times.

407.6.1 REPORTING

Unless otherwise relieved by a supervisor or IC, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Regional Transportation District Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Regional Transportation District Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Shift Sergeant is immediately advised and informed of the details. This will enable the Shift Sergeant to ensure that the appropriate personnel are dispatched and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 REGIONAL TRANSPORTATION DISTRICT POLICE DEPARTMENT FACILITY

If the bomb threat is against the Regional Transportation District Police Department facility, the Shift Sergeant will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Regional Transportation District Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Sergeant deems appropriate.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the District of Regional Transportation District, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Shift Sergeant is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Shift Sergeant should be notified when police assistance is requested. The Shift Sergeant will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Shift Sergeant determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:

1. Two-way radios
2. Cell phones
3. Other personal communication devices

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Shift Sergeant including:

1. The time of discovery.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Shift Sergeant
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

408.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Sergeant should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Civil Commitments

409.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place an individual under protective custody for civil commitment (CRS § 27-65-106; CRS § 27-65-107; CRS § 27-81-111).

409.2 POLICY

It is the policy of the Regional Transportation District Police Department to protect the public and individuals through legal and appropriate use of the civil commitment process.

409.3 AUTHORITY

Officers may take a person into protective custody:

(a) When the officer has probable cause to believe that a person is either gravely disabled or an imminent danger to self or others due to a mental health disorder (CRS § 27-65-106).

1. The officer should transport the person to a designated or approved facility for a 72-hour treatment and evaluation.

(b) When the officer has probable cause to believe that a person is experiencing a behavioral health crisis and in immediate need of professional intervention to prevent harm to self or others (CRS § 27-65-107).

1. The officer should consult with a behavioral health crisis response team, if available, and transport the person to a designated or approved outpatient mental health facility or other clinically appropriate facility.

2. The officer should provide the person to be transported an opportunity to make a telephone call, absent any safety concerns.

(c) When the officer has probable cause to believe that a person is under the influence of or incapacitated by substances and is clearly dangerous to the health and safety of the person's self or others (CRS § 27-81-111).

1. The officer should transport the person to a designated or approved treatment facility.

If an appropriate facility is not available for a mental health hold or behavioral health crisis hold, officers should take the person to an emergency medical services facility, as defined by CRS § 27-65-102 (CRS § 27-65-106; CRS § 27-65-107).

If an appropriate facility is not available for a substance abuse hold, the person may be detained in an emergency medical services facility or jail facility, but only for as long as may be necessary to prevent injury to the person's self or others or to prevent a breach of the peace. Juveniles in protective custody shall not be detained in a jail facility (CRS § 27-81-111).

409.3.1 DETENTION

Detention of a person under a mental health hold does not constitute an arrest. When a person is taken into protective custody for a mental health hold, that person shall not be detained in the

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

jail, lockup, or other place used for the confinement of persons charged with an offense (CRS § 27-65-106).

Detention of a person held for a substance abuse emergency commitment is considered protective custody and does not constitute an arrest (CRS § 27-81-111).

409.3.2 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for a civil commitment, he/she may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the officers should:

(a) Transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a voluntary application.

(b) If at any point the individual changes his/her mind regarding voluntary evaluation, officers should proceed with the civil commitment, if appropriate.

(c) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

409.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for a civil commitment should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the cause and nature of the individual's action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques.

(d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Civil commitments should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

409.5 TRANSPORTATION

Transport for any individual for a civil commitment shall be conducted in accordance with the Transporting Persons in Custody Policy.

Officers may transport individuals in a patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy.

409.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer shall

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

provide the staff member with the written application for a civil commitment and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

409.7 DOCUMENTATION

When required,the officer shall complete an application for emergency admission, provide it to the facility staff member assigned to that patient, and retain a copy of the application for inclusion in the case report (CRS § 27-65-106; CRS § 27-65-107; CRS § 27-81-111).

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

409.8 REPORTING SUBSTANCE ABUSE HOLDS

The officer should ensure that the Records Manager is provided enough information relating to a substance abuse hold to meet the reporting requirements of the Behavioral Health Administration (CRS § 27-81-111).

409.9 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody for a civil commitment should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for a civil commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.

(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the detention.

(c) Facilitate the individual's transfer to jail.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a civil commitment.

In the supervisor's judgment, the individual may instead be transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

409.10 FIREARMS AND OTHER WEAPONS

Whenever an individual is taken into custody for a civil commitment, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officer should further advise the individual of the procedure for the return of any firearm or other weapon that has been taken into custody.

409.11 TRAINING

This department will endeavor to provide department-approved training on interaction with persons with a mental disability, behavioral health crises, substance abuse crises, civil commitments, and crisis intervention.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Summons Releases

410.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Regional Transportation District Police Department with guidance on when to release adults who are suspected offenders on a summons for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Violence Policy.

410.2 POLICY

The Regional Transportation District Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a summons, when authorized to do so.

410.3 RELEASE

A suspected offender may be released on issuance of a summons as follows:

(a) For a misdemeanor or petty offense when the officer is satisfied that the person will comply with the requirements of the summons (CRS § 16-3-105)

(b) For a civil infraction (CRS § 16-2.3-103)

(c) For certain traffic violations punishable as a misdemeanor, petty offense, or misdemeanor traffic offense in accordance with CRS § 42-4-1707

(d) For a violation or attempted violation of a protection order as described in CRS § 18-6-803.5(3)(b.5)

In addition, for civil infractions and certain parking violations, the officer may give the offender a penalty assessment notice and release the offender upon its terms (CRS § 16-2-201; CRS § 16-2.3-102; CRS § 42-4-1701(5)(a)). The penalty assessment notice must be a summons and complaint that contains the information required by CRS § 16-2-201, CRS § 16-2.3-102, or CRS § 42-4-1707.

410.4 PROHIBITIONS

The release of a suspected offender on a summons is not permitted for felony offenses, except when local district attorney has approved criteria for the issuance of a summons for non-violent offenses pursuant to CRS § 16-5-206 (CRS § 16-3-105).

See the Domestic Violence Policy for release restrictions related to those investigations.

410.4.1 PROHIBITIONS IN CERTAIN NON-VIOLENT OFFENSES

A summons otherwise authorized pursuant to procedures approved by the local district attorney shall not be issued in lieu of a custodial arrest when an officer reasonably believes that any of the following apply (CRS § 16-5-206):

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) There is a reasonable likelihood that the person will not appear in court.

(b) The defendant has had a felony arrest during the preceding five years.

(c) There is an allegation that the defendant used a deadly weapon (e.g., firearm, knife, bludgeon, any other weapon capable of producing death or serious bodily injury) in the commission of the crime.

(d) The person has an outstanding arrest warrant.

410.5 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider:

(a) The type of offense committed.

(b) The known criminal history of the suspected offender.

(c) The ability to identify the suspected offender with reasonable certainty.

(d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.

(e) The individual's ties to the area, such as residence, employment, or family.

(f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

410.6 REQUESTING CASE NUMBERS

Many cases involving a criminal citation release can be handled without requesting a case number. Traffic situations and local code violations can be documented on the reverse side of the records copy of the citation. However, most state statute sections will require a case number to document the incident properly in a report. This section does not preclude an officer from requesting a case number if he/she feels the situation should be documented more thoroughly in a case report.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Foreign Diplomatic and Consular Representatives

411.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Regional Transportation District Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

411.2 POLICY

The Regional Transportation District Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

411.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

411.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
4. Honorary consular officers

411.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

411.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Diplomatic Agent	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note a)	Yes	Yes	Yes	No for official acts Yes otherwise (note a)	No immunity or inviolability (note a)
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note a)	Yes (note d)	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note a)	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note a)	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note a)	No immunity or inviolability (note a)
Int'l Org Staff (note b)	Yes (note c)	Yes (note c)	Yes	Yes (note c)	No for official acts Yes otherwise (note c)	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Rapid Response and Deployment

412.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in situations that call for rapid response and deployment.

412.2 POLICY

The Regional Transportation District Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

412.3 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

412.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

412.5 PLANNING

The Operations Deputy Chief should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

412.6 TRAINING

The Training Lieutenant should include rapid response to critical incidents in the training plan. This training should address:

(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Immigration Violations

413.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Regional Transportation District Police Department relating to immigration and interacting with federal immigration officials.

413.2 POLICY

It is the policy of the Regional Transportation District Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

413.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Colorado constitutions.

413.4 DETENTIONS

An officer shall not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant (CRS § 24-76.6-102).

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, they may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

413.4.1 SUPERVISOR RESPONSIBILITIES

When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

413.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

413.6 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts.

413.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in department records

(c) Exchanging such information with any other federal, state, or local government entity

413.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

413.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Detective Bureau supervisor assigned to oversee the handling of any related case (CRS § 24-4.1-405). The Detective Bureau supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted (CRS § 24-4.1-403).

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner in accordance with CRS § 24-4.1-402.

    1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

413.8.1 TIME FRAME FOR COMPLETION

The Detective Bureau supervisor should ensure that the certification for the U visa is processed within 90 days of the request, unless the victim is in federal immigration removal proceedings or a family member would become ineligible for U nonimmigrant status within 60 days, in which case the certification shall be executed within 30 days of receipt of the request (CRS § 24-4.1-402).

413.8.2 APPROVAL OR DENIAL OF CERTIFICATION

If certification is approved, the Detective Bureau supervisor, at no charge, shall return the signed certification form with reports relevant to the approval to the requestor (CRS § 24-4.1-403).

If certification is denied, the Detective Bureau supervisor shall inform the requestor in writing regarding the reason for the denial as provided in CRS § 24-4.1-403.

413.8.3 RELEASE OF INFORMATION

Personal identifying information or information regarding the citizenship or immigration status of any victim of criminal activity or trafficking who is requesting a certification shall not be disclosed except when allowed by law (CRS § 24-4.1-404) (see also the Records Maintenance and Release Policy for additional guidance).

413.8.4 DOCUMENTATION AND REPORTING

The Detective Bureau supervisor shall keep written documentation regarding the number of certification forms that are (CRS § 24-4.1-406):

(a) Requested by a victim.

(b) Signed.

(c) Denied and for what reason.

(d) Decided outside of the statutory timelines.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The Detective Bureau supervisor or the authorized designee should ensure that the information collected regarding certification forms is reported annually to the Colorado Division of Criminal Justice (CRS § 24-4.1-406).

413.9 TRAINING

The Training Lieutenant should ensure that officers receive training.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Aircraft Accidents

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

414.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

414.2 POLICY

It is the policy of the Regional Transportation District Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

414.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

414.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

414.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

414.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) Coroner.

(d) Air Carrier/Operators investigative teams with NTSB approval.

(e) Appropriate branch of the military, when applicable.

(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

414.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

(a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

(b) Pressure vessels, compressed gas bottles, accumulators and tires.

(c) Fluids, batteries, flares and igniters.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) Evacuation chutes, ballistic parachute systems and composite materials.

414.8 DOCUMENTATION

All aircraft accidents occurring within the District of Regional Transportation District shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of RTDPD members deployed to assist; other District resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

414.8.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

414.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

414.9 MEDIA RELATIONS

The Chief Communications Officer (Chief Communications Officer) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The Chief Communications Officer should coordinate with other involved entities before the release of information.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Field Training Officer Program

415.1 PURPOSE AND SCOPE

The Field Training Officer (FTO) Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Regional Transportation District Police Department.

It is the policy of this department to assign all new police officers to a structured FTO Program that is designed to prepare the new officer to perform in a patrol assignment and to acquire all of the skills needed to operate in a safe, productive and professional manner.

415.2 FIELD TRAINING OFFICER

The FTO is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

415.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

(a) Desire to be an FTO

(b) Minimum of two years of patrol experience, one of which shall be with this department

(c) Demonstrated ability as a positive role model

(d) Participate and pass an internal oral interview selection process

(e) Letter of recommendation by immediate supervisor

(f) Possess a Colorado Peace Officer Standards and Training (POST) Basic Certificate

415.2.2 TRAINING

An officer selected as an FTO shall successfully complete an FTO course approved by the Department prior to being assigned as an FTO.

All FTOs must complete an FTO update course approved by the Department every three years while assigned to the position of FTO.

415.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor will be selected from the rank of sergeant or above by the Operations Deputy Chief or the authorized designee and shall complete a Field Training Administrator’s Course approved by the Department within one year of appointment to this position.

The responsibilities of the FTO Program supervisor includes the following:

(a) Assign trainees to FTOs.

(b) Conduct FTO meetings.

(c) Maintain and ensure FTO/trainee performance evaluations are completed.

(d) Maintain, update and issue the Field Training Manual to each trainee.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(e) Monitor individual FTO performance.

(f) Monitor the overall FTO Program.

(g) Maintain liaison with FTO coordinators of other agencies.

(h) Maintain liaison with academy staff on recruit performance during the academy.

(i) Develop ongoing training for FTOs.

415.4 TRAINEE DEFINED

Trainee - Any entry level or lateral police officer newly appointed to the Regional Transportation District Police Department, who has successfully completed a POST-approved basic academy and possesses a Colorado POST Basic Certificate within one year of commencing employment as a peace officer.

415.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of eight weeks.

The required training will take place on at least two different shifts and with at least two different FTOs if reasonably possible.

415.5.1 FIELD TRAINING MANUAL

Each new officer will be electronically provided a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and skills necessary to properly function as an officer with the Regional Transportation District Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations of the Regional Transportation District Police Department.

415.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

415.6.1 FIELD TRAINING OFFICER

(a) FTOs shall complete and submit a written evaluation on the performance of their assigned trainee to their immediate supervisor on a daily basis.

(b) FTOs shall review the Daily Observation Report with the trainee each day.

(c) A detailed end-of-phase performance evaluation on the assigned trainee shall be completed by the FTO at the end of each phase of training.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) FTOs shall be responsible for signing off on all completed topics contained in the Field Training Manual, noting the method of learning and evaluating the performance of the assigned trainee.

415.6.2 IMMEDIATE SUPERVISOR
The FTO's immediate supervisor shall review and approve the Daily Observations Reports and forward them to the Field Training Administrator.

415.6.3 FIELD TRAINING ADMINISTRATOR
The Field Training Administrator will review and approve the Daily Observations Reports submitted through the FTO's immediate supervisor.

The Field Training Administrator will hold periodic meetings with all FTOs to ensure understanding and compliance with the requirements of the Field Training Program. At least annually, the Field Training Administrator will hold a process review meeting with all FTOs to discuss changes needed in the FTO Program. A summary of this meeting, with any recommendations or changes made, will be documented and forwarded to the Chief of Police for review and approval.

415.6.4 TRAINEE
At the completion of the Field Training Program, the trainee shall submit a performance evaluation of each of his/her FTOs and of the Field Training Program.

415.7 DOCUMENTATION
All documentation of the Field Training Program will be retained in the officer's training files and may consist of the following:

(a) Daily Observation Reports

(b) End of phase evaluations

(c) A Certificate of Completion, certifying that the trainee has successfully completed the required number of hours of field training

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Obtaining Air Support Assistance

416.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies potential situations where the use of air support may be requested and the responsibilities for making a request.

416.2 REQUEST FOR AIR SUPPORT ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support assistance may be made.

416.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for air support, the Shift Sergeant or the authorized designee will call the closest agency having air support available. The Shift Sergeant will apprise that agency of the specific details of the incident prompting the request.

416.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Law enforcement air support may be requested under any of the following conditions:

(a) When the aircraft is activated under existing mutual aid agreements

(b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the aircraft may reduce such hazard

(c) When the use of aircraft will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community

(d) When an aircraft is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard

(e) Vehicle pursuits

(f) Pre-planned events or actions that require air support

(g) When the Shift Sergeant or equivalent authority determines a reasonable need exists

While it is recognized that the availability of air support will generally provide valuable assistance to ground personnel, the presence of air support will rarely replace the need for officers on the ground.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Contacts and Temporary Detentions

417.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

417.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Consensual search - A search performed by an officer following the voluntary consent of the person being searched, or the person having control of the place or item being searched.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

417.2 POLICY

The Regional Transportation District Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search, or field

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

417.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Regional Transportation District Police Department to strengthen community involvement, community awareness, and problem identification.

417.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.

(b) Actions suggesting that he/she is engaged in a criminal activity.

(c) Presence in an area at an inappropriate hour of the day or night.

(d) Presence in a particular area is suspicious.

(e) Carrying of suspicious objects or items.

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.

(g) Location in proximate time and place to an alleged crime.

(h) Physical description or clothing worn that matches a suspect in a recent crime.

(i) Prior criminal record or involvement in criminal activity as known by the officer.

417.4 CONSENSUAL SEARCHES

An officer may conduct a consensual search of a person who is not under arrest, and any effects of the person or a vehicle as follows (CRS § 16-3-310):

(a) The person has apparent or actual authority to provide permission to search the vehicle or effects, if any.

(b) The person is informed that he/she is being asked to voluntarily consent to a search.

(c) The person is informed that he/she has the right to refuse the request to search.

(d) The person voluntarily provides consent.

When asking for consent, officers should explain the scope of the search. Officers should stop a consent search if the person withdraws consent.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Officers should, whenever practicable, obtain written consent. If written consent is not possible, the officer should record any verbal consent.

417.5 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to (see also CRS § 16-3-103(2)):

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.

(b) Where more than one suspect must be handled by a single officer.

(c) The hour of the day and the location or area where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

(f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

417.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identifying all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.

1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

417.7 DOCUMENTATION OF FIELD INTERVIEWS

All field interviews conducted based on reasonable suspicion shall be entered into the department-approved application.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Criminal Organizations

418.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Regional Transportation District Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

418.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

418.2 POLICY

The Regional Transportation District Police Department recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

418.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.

(b) Use of every criminal intelligence system is appropriately reviewed and audited.

(c) Any system security issues are reasonably addressed.

418.3.1 SYSTEM ENTRIES

It is the designated supervisor’s responsibility to approve the entry of any information from a report, FI, photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Bureau. Any supporting documentation for an entry shall be retained by the Records Bureau in accordance

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Bureau are appropriately marked as intelligence information. The Records Manager may not purge such documents without the approval of the designated supervisor.

418.3.2 CRIMINAL GANG INVESTIGATIVE DATA SYSTEM

It is the designated supervisor's responsibility to approve the entry of any information into a criminal intelligence system operated by the Colorado Bureau of Investigation (CRS § 24-33.5-415.3(3); CRS § 24-33.5-412(1)(i)). Entries into such a database shall be based upon criteria established by statute.

418.4 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved CIS only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of CIS entries.

418.4.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

(a) Must only be included upon documented authorization of the responsible department supervisor.

(b) Should not be originals that would ordinarily be retained by the Records Bureau or Property and Evidence Bureau, but should be copies of, or references to, retained documents such as copies of reports, field interview (FI) forms, Transit Police Communications records or booking forms.

(c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

(d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

418.4.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged or entered in an authorized criminal intelligence system, as applicable.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

418.5 INFORMATION RECOGNITION

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

(a) Gang indicia associated with a person or residence.

(b) Information related to a drug-trafficking operation.

(c) Vandalism indicating an animus for a particular group.

(d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Training Lieutenant to train members to identify information that may be particularly relevant for inclusion.

418.6 RELEASE OF INFORMATION

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

418.7 CRIMINAL STREET GANGS

The Detective Bureau supervisor should ensure that there are an appropriate number of department members who can:

(a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with identification of criminal street gangs, criminal street gang members and patterns of criminal gang activity.

(b) Coordinate with other agencies in the region regarding criminal street gang crimes and information.

(c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

418.8 TRAINING

The departmentshould provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

(a) The protection of civil liberties.

(b) Participation in a multiagency criminal intelligence system.

(c) Submission of information into a multiagency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.

(d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.

(e) The review and purging of temporary information files.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Shift Sergeants

419.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with Department policies, procedures, practices, functions and objectives. To accomplish this goal, a Sergeant heads each watch.

419.2 DESIGNATION AS ACTING SHIFT SERGEANT

When a Sergeant is unavailable for duty as Shift Sergeant, in most instances the qualified corporal shall be designated as acting Shift Sergeant. This policy does not preclude designating a less senior officer as an acting Shift Sergeant when operational needs require or training permits.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Mobile Audio Video

420.1 PURPOSE AND SCOPE

The Regional Transportation District Police Department has equipped marked patrol cars with Mobile Audio Video (MAV) recording systems to provide records of events and assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

420.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and Mobile Audio Video (MAV) system - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

MAV technician - Personnel, certified or civilian, trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who possess a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

420.2 POLICY

It is the policy of the Regional Transportation District Police Department to use mobile audio and video technology to more effectively fulfill the Department's mission and to ensure these systems are used securely and efficiently.

420.3 OFFICER RESPONSIBILITIES

Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment.

In the event an officer works at a remote location and reports in only periodically, multiple recording media may be issued. Only Regional Transportation District Police Department identified and labeled media with tracking numbers is to be used.

At the start of each shift, officers should test the MAV system's operation in accordance with manufacturer specifications and department operating procedures and training.

System documentation is accomplished by the officer recording his/her name, serial number, badge or PIN number and the current date and time at the start and again at the end of each shift. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

420.4 ACTIVATION OF THE MAV

The MAV system is designed to turn on whenever the unit's emergency lights are activated. The system remains on until it is turned off manually. The audio portion is independently controlled and should be activated manually by the officer whenever appropriate. When audio is being recorded, the video will also record.

420.4.1 REQUIRED ACTIVATION OF THE MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes its use would be appropriate and/or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

(a) All field contacts involving actual or potential criminal conduct within video or audio range:

1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
2. Priority responses
3. Vehicle pursuits
4. Suspicious vehicles
5. Arrests
6. Vehicle searches
7. Physical or verbal confrontations or use of force
8. Pedestrian checks
9. DVVI/DUI investigations including field sobriety tests
10. Consensual encounters
11. Crimes in progress
12. Responding to an in-progress call

(b) All self-initiated activity in which an officer would normally notify Transit Police Communications

(c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:

1. Domestic violence calls

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

2. Disturbance of peace calls
3. Offenses involving violence or weapons

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

(e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

420.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive or in other similar situations.

420.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

420.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of Transit Police Communications.

At reasonable intervals, supervisors should validate that:

(a) Beginning and end-of-shift recording procedures are followed.

(b) Logs reflect the proper chain of custody, including:

1. The tracking number of the MAV system media.
2. The date it was issued.
3. The law enforcement operator or the vehicle to which it was issued.
4. The date submitted.
5. Law enforcement operators submitting the media.
6. Holds for evidence indication and tagging as required.

(c) The operation of MAV systems by new employees is assessed and reviewed no less than biweekly.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MAV technician or crime scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of surveillance regarding the conversations or actions of an officer.

420.5 REVIEW OF MAV RECORDINGS

All recording media, recorded images, and audio recordings are the property of the Department. Dissemination outside of the Department is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed, or otherwise inserted into any device not approved by the Department, MAV technician, or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

(a) By officers for use when preparing reports or statements

(b) By a supervisor investigating a specific act of officer conduct

(c) By a supervisor to conduct documented reviews of their subordinate's MAV media at least annually to evaluate the member's performance, verify compliance with department procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review MAV media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member.

(d) To assess proper functioning of MAV systems

(e) By department investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry, or a criminal investigation

(f) By department personnel who request to review recordings

(g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to their employment.

(h) By court personnel through proper process or with the permission of the Chief of Police or the authorized designee

(i) By the media through proper process

(j) To assess possible training value

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(k) For training purposes. If an involved officer objects to showing a recording, their objection will be submitted to the command staff to determine if the training value outweighs the officer's objection.

(l) As may be directed by the Chief of Police or the authorized designee

Members desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Shift Sergeant. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any member.

420.6 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation indicating that the incident was recorded.

420.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence, will be retained for a minimum of 180 days and disposed of in compliance with the established records retention schedule.

420.7.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

420.7.2 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Regional Transportation District Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

420.8 SYSTEM OPERATIONAL STANDARDS

(a) MAV system vehicle installations should be based on officer safety requirements and vehicle and device manufacturer recommendations.

(b) The MAV system should be configured to minimally record for 30 seconds prior to an event.

(c) The MAV system may not be configured to record audio data occurring prior to activation.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer's transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.

(e) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

(f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside a MAV-equipped law enforcement vehicle in order to intentionally interfere with the capability of the MAV system to record audio data.

(g) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.

(h) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV technician.

420.9 MAV TECHNICIAN RESPONSIBILITIES

The MAV technician is responsible for:

(a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.

(b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV technician:

1. Ensures it is stored in a secured location with authorized controlled access.
2. Makes the appropriate entries in the chain of custody log.

(c) Erasing of media:

1. Pursuant to a court order.
2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.

(d) Assigning all media an identification number prior to issuance to the field:

1. Maintaining a record of issued media.

(e) Ensuring that an adequate supply of recording media is available.

(f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

420.10 TRAINING

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Mobile Data Terminal Use

421.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use, and application of the Mobile Data Terminal (MDT) system in order to ensure appropriate access to confidential records from local, state, and national law enforcement databases, and to ensure effective electronic communications between department members and Transit Police Communications. See the CJIS Access, Maintenance, and Security Policy for additional guidance.

421.2 POLICY

Regional Transportation District Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

421.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

421.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use, Protected Information, and CJIS Access, Maintenance, and Security policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors or Shift Sergeants.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks, or communications that are directly related to the business, administration, or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from their supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing, or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

421.4.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio (CRS § 42-4-201).

In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

At no time when the vehicle is in motion should the display be viewed by the driver for visual entertainment, including Internet browsing or the use of social media or email.

421.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Shift Sergeant or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

421.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDT system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDT when the vehicle is not in motion.

421.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure a field supervisor and the Shift Sergeant are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

421.6 EQUIPMENT CONSIDERATIONS

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

421.6.1 MALFUNCTIONING MDT

Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, they shall notify Transit Police Communications. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

421.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Public Recording of Law Enforcement Activity

422.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

422.2 POLICY

The Regional Transportation District Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

422.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the officers.
4. Being so close to the activity as to interfere with an officer’s effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officers, him/herself or others.

422.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

422.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

422.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa; CRS § 16-3-311):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

    1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

    1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

        (a) Before obtaining consent, the member shall provide the person with his/her identification, agency name and the reason the information is requested.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) If the person voluntarily provides his/her device or media to the member, the search of the device or media shall be limited to the relevant recording and the device or media returned as soon as practicable.

2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department device.

3. Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.

422.6.1 SEARCH WARRANTS

When a member seizes a recording device or media without the person's consent or without a search warrant, a search warrant for the recording shall be sought within 72 hours of the seizure (CRS § 16-3-311).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Medical Marijuana

423.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of marijuana under Colorado's medical marijuana laws.

423.1.1 DEFINITIONS

Definitions related to this policy include:

Allowed amount of marijuana - No more marijuana than is medically necessary to address a debilitating or disabling medical condition. Though the amount may be greater, anything at or below the following amount qualifies as an allowed amount (Colo. Const. art. XVIII, § 14; CRS § 25-1.5-106):

(a) No more than 2 ounces of a usable form of marijuana

(b) No more than six marijuana plants, with three or fewer being mature, flowering plants that are producing a usable form of marijuana

Medical use - The acquisition, possession, production, use or transportation of marijuana or paraphernalia related to the administration of such marijuana to address the symptoms or effects of a patient's debilitating or disabling medical condition, which may be authorized only after a diagnosis of the patient's debilitating or disabling medical condition by a physician (Colo. Const. art. XVIII, § 14; CRS § 25-1.5-106).

Patient - A person who has a debilitating or disabling medical condition (Colo. Const. art. XVIII, § 14; CRS § 25-1.5-106).

Primary caregiver - A person, other than the patient and the patient's physician, who is 18 years of age or older and has significant responsibility for managing the well-being of a patient who has a debilitating or disabling medical condition (Colo. Const. art. XVIII, § 14). A primary caregiver may have one or more relationships with a patient, including as (CRS § 25-1.5-106):

(a) A parent of a child and anyone who assists that parent with caregiver responsibilities, including cultivation and transportation.

(b) An advising caregiver who advises a patient on which medical marijuana products to use and how to dose them, and does not possess, provide, cultivate or transport marijuana on behalf of the patient.

(c) A transporting caregiver who purchases and transports marijuana to a patient who is homebound.

(d) A cultivating caregiver who grows marijuana for a patient.

Registry Identification Card(RIC) - That document, issued by the Colorado Department of Public Health and Environment, that identifies a patient authorized to engage in the medical use of

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

marijuana and such patient's primary caregiver, if one has been designated (Colo. Const. art. XVIII, § 14).

Usable form of marijuana - The seeds, leaves, buds and flowers of the plant (genus) cannabis, and any mixture or preparation thereof, which are appropriate for medical use. It does not include the plant's stalks, stems and roots.

423.2 POLICY

It is the policy of the Regional Transportation District Police Department to prioritize resources to avoid making arrests related to marijuana that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

Colorado medical marijuana laws are intended to provide protection from prosecution to those who acquire, possess, manufacture, produce, use, sell, distribute, dispense or transport marijuana for debilitating or disabling medical conditions. However, Colorado medical marijuana laws do not affect federal laws, and there is no medical exception under federal law for the possession or distribution of marijuana. The Regional Transportation District Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Colorado law and the resources of the Department.

423.3 INVESTIGATION

Investigations involving the acquisition, possession, manufacture, production, use, sale, distribution, dispensing or transportation of marijuana generally fall into one of the following categories:

(a) Investigations when no person makes a medicinal claim

(b) Investigations when a medical-use claim is made by an adult who has not been issued a RIC

(c) Investigations when a medical-use claim is made by an adult who has been issued a RIC

(d) Investigations when a medical-use claim is made by a juvenile

423.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production or use of marijuana or drug paraphernalia where no person claims that the marijuana is being used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use of marijuana under the Colorado Constitution (Colo. Const. art. XVIII, § 16). A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant as to whether the marijuana was possessed or produced for medicinal purposes.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

423.3.2 INVESTIGATIONS INVOLVING A MEDICAL-USE CLAIM BY AN ADULT WHO HAS NOT BEEN ISSUED A RIC

An adult making a medical-use claim, either as a patient or primary caregiver, should not be arrested for a marijuana-related offense when:

(a) The patient (Colo. Const. art. XVIII, § 14(2); CRS § 25-1.5-106):

1. Was previously diagnosed by a physician as having a debilitating or disabling medical condition.
2. Was advised by his/her physician, in the context of a bona fide physician-patient relationship, that the patient might benefit from the medical use of marijuana in connection with a debilitating or disabling medical condition.
3. Was collectively in possession of an allowed amount of marijuana.

(b) The amount is permitted for personal use of marijuana under the Colorado Constitution (Colo. Const. art. XVIII, § 16).

A copy of an application submitted to the Colorado Department of Public Health and Environment, including the written documentation and proof of the date of mailing or other transmission of the written documentation, shall be accorded the same legal effect as a RIC until such time as the patient receives notice that the application has been denied (Colo. Const. art. XVIII, § 14(3)(d)).

423.3.3 INVESTIGATIONS INVOLVING A MEDICAL-USE CLAIM BY AN ADULT WHO HAS BEEN ISSUED A RIC

An adult making a medical-use claim, either as a patient or primary caregiver, shall not be arrested for a marijuana-related offense when all of the following exist (Colo. Const. art. XVIII, § 14(2); CRS § 25-1.5-106):

(a) The patient or primary caregiver is in lawful possession of a RIC.

(b) The marijuana in question is for medical use.

(c) The patient or primary caregiver is in possession of no more than 2 ounces of a usable form of marijuana and no more than six marijuana plants, with three or fewer being mature, flowering plants that are producing a usable form of marijuana.

A patient or primary caregiver in lawful possession of a RIC should not be arrested for any quantity of marijuana above the specified amounts of marijuana (2 ounces, six plants) if the amount is no more than is medically necessary to address a debilitating or disabling medical condition.

Evidence that an extended amount is medically necessary may include a voluntary disclosure by the patient in his/her registration information that he/she intends to cultivate more than six plants for his/her own medical use (CRS § 25-1.5-106).

423.3.4 INVESTIGATIONS RELATED TO A MEDICAL-USE CLAIM BY A JUVENILE

A juvenile under the age of 18 shall not be arrested for a marijuana-related offense if all of the following conditions exist (Colo. Const. art. XVIII, § 14(6); CRS § 25-1.5-106):

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) The juvenile is in lawful possession of a RIC.

(b) The juvenile and parental primary caregiver collectively possess no more than an allowed amount of marijuana.

(c) The parental primary caregiver controls the acquisition, dosage and frequency of use of the marijuana.

423.3.5 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving marijuana possession, delivery, production or use:

(a) Officers shall immediately notify the Colorado Department of Public Health and Environment when any person in possession of a RIC has been determined by a court of law to have willfully violated the provisions of medical marijuana laws or has pleaded guilty to such an offense (Colo. Const. art. XVIII, § 14(3); CRS § 25-1.5-106).

(b) Because enforcement of medical marijuana laws can be complex, time-consuming and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at another time.
2. The case would benefit from review by a person with expertise in medical marijuana investigations.
3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
4. Any other relevant factors exist, such as limited available department resources and time constraints.

(c) Whenever the initial investigation reveals an amount of marijuana greater than that specified by law, officers should consider:

1. The amount of marijuana recommended by a medical professional to be ingested.
2. The quality of the marijuana.
3. The method of ingestion (e.g., smoking, eating, nebulizer).
4. The timing of the possession in relation to a harvest (patient may be storing marijuana).
5. Other factors such as the climate and whether the marijuana is being cultivated indoors or outdoors.

(d) Before proceeding with enforcement related to a locally approved business that cultivates, manufactures or sells medical marijuana or medical marijuana-infused products, officers should consider conferring with appropriate legal counsel.

(e) Primary caregivers must be registered to cultivate or transport marijuana and have supporting receipts when transporting the marijuana. Officers may report a primary

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

caregiver to the state licensing authority if the primary caregiver fails to provide proper documentation showing that he/she has registered (CRS § 25-1.5-106).

1. Primary caregivers have additional registration requirements if they grow 37 or more plants. Additionally, primary caregivers may not grow 100 or more plants (CRS § 25-1.5-106).

423.3.6 EXCEPTIONS

Officers may take enforcement action against a patient or primary caregiver who (Colo. Const. art. XVIII, § 14(5); CRS § 25-1.5-106):

(a) Engages in the medical use of marijuana in a way that endangers the health or well-being of any person.

(b) Unlawfull engages in the medical use of marijuana in plain view of, or in a place open to, the general public (CRS § 44-10-702).

(c) Undertakes any task while under the influence of medical marijuana, when doing so would constitute negligence or professional malpractice.

(d) Possesses or uses non-smokable medical marijuana without authorization on school grounds, in a school bus, or at a school-sponsored event (CRS § 22-1-119.3; CRS § 25-1.5-106).

(e) Possesses or uses smokable medical marijuana on school grounds, in a school bus, or at a school-sponsored event (CRS § 22-1-119.3; CRS § 25-1.5-106).

(f) Engages in the use of medical marijuana in a correctional facility, community corrections facility, or in a vehicle, aircraft, or motorboat.

(g) Engages in the use of medical marijuana while sentenced to jail/prison.

(h) Operates, navigates, or is in actual physical control of any vehicle, aircraft, or motorboat while under the influence of medical marijuana.

(i) Manufactures marijuana concentrate in an unregulated environment using an inherently hazardous substance (CRS § 18-18-406.6).

(j) Grows or possesses on residential property more than the number of marijuana plants as set forth in CRS § 25-1.5-106.

423.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

423.5 EVIDENCE

423.5.1 MEMBER RESPONSIBILITIES

The investigating member should advise the receiving Property and Evidence Bureau member when marijuana may be the subject of a medical claim.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

423.5.2 PROPERTY AND EVIDENCE BUREAU SUPERVISOR RESPONSIBILITIES

The Property and Evidence Bureau Supervisor shall ensure that marijuana, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical marijuana is not harmed, neglected, injured or destroyed (Colo. Const. art. XVIII, § 14(2)(e)).

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property and Evidence Bureau Supervisor should follow the Property and Evidence Policy and related procedures.

The Property and Evidence Bureau Supervisor may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Detective Bureau Supervisor.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Foot Pursuits

424.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

424.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

424.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual’s involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place departmentmembers and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.

(d) Thermal imaging or other sensing technology.

(e) Air support.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

424.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the dispatcher or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm or other essential equipment.

(l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect’s location is no longer known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect’s apprehension at a later time, and it reasonably appears that there is no immediate threat to departmentmembers or the public if the suspect is not immediately apprehended.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(o) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

424.5 RESPONSIBILITIES IN FOOT PURSUITS

424.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

424.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

424.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible;

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

the supervisor does not, however, need not be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

424.5.4 TRANSIT POLICE COMMUNICATIONS RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved officers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the foot pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Shift Sergeant as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

424.6 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

(a) Date and time of the foot pursuit.

(b) Initial reason and circumstances surrounding the foot pursuit.

(c) Course and approximate distance of the foot pursuit.

(d) Alleged offenses.

(e) Involved vehicles and officers.

(f) Whether a suspect was apprehended as well as the means and methods used.

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Homeless Persons

425.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Regional Transportation District Police Department recognizes that members of the homeless community are often in need of special protection and services. The Regional Transportation District Police Department will address these needs in balance with the overall mission of this department. Therefore, officers will consider the following policy when serving the homeless community.

425.1.1 POLICY

It is the policy of the Regional Transportation District Police Department to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

425.2 HOMELESS COMMUNITY LIAISON

The Chief of Police maydesignate a member of this department to act as the homeless liaison officer. The responsibilities of the homeless liaison officer include:

(a) Maintaining and making available to all Department employees a list of assistance programs and other resources that are available to the homeless.

(b) Meeting with social services and representatives of other organizations that render assistance to the homeless.

(c) Maintaining a list of the areas within and near this jurisdiction that are used as frequent homeless encampments.

(d) Remaining abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include:

1. Proper posting of notices of trespass and cleanup operations.
2. Proper retention of property after cleanup, to include procedures for owners to reclaim their property in accordance with the Property and Evidence Policy and other established procedures.

(e) Be present during any cleanup operation conducted by this department involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.

(f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

425.3 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals, counseling and summons and release in lieu of physical arrest.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

425.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of our community. The fact that a victim or witness is homeless can, however, require special consideration for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

(a) Document alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.

(b) Document places the homeless person may frequent.

(c) Provide homeless victims with victim/witness resources when appropriate.

(d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.

(e) Consider whether the person may be a dependent adult or elder and if so, proceed in accordance with the Adult Abuse Policy.

(f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.

(g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.

425.4 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the arrestee's personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in cleanup operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the Department homeless liaison officer. When practicable, requests by the public for cleanup operations of a homeless encampment should be referred to the homeless liaison officer.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appear to belong to a homeless person should not remove or destroy such property and should inform the Department homeless liaison officer if such property appears to involve a trespass, is blight to the community or is the subject of a complaint. It will be the responsibility of the homeless liaison officer to address the matter in a timely fashion.

425.5 MENTAL HEALTH DISORDERS AND MENTAL IMPAIRMENTS

Some homeless persons may suffer from a mental health disorder or a mental impairment. Officers shall not detain a homeless person for an emergency admission to a mental health facility unless facts and circumstances warrant such a detention.

When a mental health disorder hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

425.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can affect the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Suspicious Activity Reporting

426.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

426.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

426.2 POLICY

The Regional Transportation District Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

426.3 RESPONSIBILITIES

The Administrative Deputy Chief and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Administrative Deputy Chief include, but are not limited to:

(a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

426.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

426.5 HANDLING INFORMATION

The Records Bureau will forward copies of SARs, in a timely manner, to the following:

- Detective Bureau supervisor
- Crime Analysis Unit
- Other authorized designees

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Crisis Intervention Incidents

427.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

427.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental health disorder despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

427.2 POLICY

The Regional Transportation District Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

427.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental health disorder

(b) Threats of or attempted suicide

(c) Loss of memory

(d) Incoherence, disorientation or slow response

(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas

(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt

(g) Social withdrawal

(h) Manic or impulsive behavior, extreme agitation, lack of control

(i) Lack of fear

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

427.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police should designate an appropriate Deputy Chief to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide department interaction with those who may be suffering from a mental health disorder or who appear to be in a mental health crisis (CRS § 30-10-527; CRS § 31-30-109).

427.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

(e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

(k) If circumstances reasonably permit, consider and employ alternatives to force.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

427.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

427.7 INCIDENT ORIENTATION

When responding to an incident that may involve a mental health disorder or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.

(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

427.8 SUPERVISOR RESPONSIBILITIES

A supervisor mayrespond to the scene of any interaction with a person in crisis. Responding supervisors should consider the following if necessary:

(a) Attempt to secure appropriate and sufficient resources.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Deputy Chief.

(f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

427.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

427.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Civil Commitments Policy.

427.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS

Civilian members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

427.11 EVALUATION

The Deputy Chief designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

427.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and/or provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

First Amendment Assemblies

428.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

428.2 POLICY

The Regional Transportation District Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

428.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, loitering and disrupting lawful assembly. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

428.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

428.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Transit Police Communications, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

428.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

428.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

428.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) Liaison with demonstration leaders and external agencies.

(h) Liaison with District government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(t) Parameters for the use of body-worn cameras and other portable recording devices.

428.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

428.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

428.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

428.8 ARRESTS

The Regional Transportation District Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Summons Releases Policy).

428.9 MEDIA RELATIONS

The Chief Communications Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

428.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

428.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

(a) Operational plan

(b) Any incident logs

(c) Any assignment logs

(d) Vehicle, fuel, equipment and supply records

(e) Incident, arrest, use of force, injury and property damage reports

(f) Photographs, audio/video recordings, Transit Police Communications records/tapes

(g) Media accounts (print and broadcast media)

428.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with District legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

(a) Date, time and description of the event

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests)

(c) Problems identified

(d) Significant events

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

428.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Civil Disputes

429.1 PURPOSE AND SCOPE

This policy provides members of the Regional Transportation District Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Colorado law.

429.2 POLICY

The Regional Transportation District Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

429.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

429.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

429.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

429.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

429.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Medical Aid and Response

430.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons who appear to be in need of medical aid and establishes a law enforcement response to such situations.

430.2 POLICY

It is the policy of the Regional Transportation District Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

430.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Transit Police Communications and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Transit Police Communications with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex, and age, if known.
4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel regarding whether to transport the person for treatment.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

430.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are not in custody and who are unconscious, who have serious injuries, or who may be seriously ill. EMS personnel should be called to handle patient transportation.

For guidelines regarding transporting ill or injured persons who are in custody, see the Transporting Persons in Custody Policy.

Members should not provide emergency escort for medical transport or civilian vehicles.

430.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where a mental health crisis, behavioral health crisis, or substance abuse disorder may be a factor, the officer should consider proceeding with protective custody in accordance with the Civil Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, the officer should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

430.6 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, the arrestee should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance to an appropriate medical facility.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

430.6.1 HOSPITAL SECURITY AND CONTROL

Officers who transport persons in custody to medical facilities for treatment should provide security and control during examination and treatment consistent with department protocols. Any such transport should be conducted in accordance with the Transporting Persons in Custody Policy.

The Operations Deputy Chief should develop protocols related to the following:

(a) Providing security and control during an examination or treatment, including:

1. Monitoring the person in custody (e.g., guarding against escape, suicide, and assault of others)
2. Removal of restraints, if necessary and appropriate (see the Handcuffing and Restraints Policy)

(b) Responsibility for continuing security and control if the person in custody is admitted to the hospital

1. This should include transferring custody of the person to an appropriate agency.

430.7 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

430.8 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The Operations Deputy Chief should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider’s minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

430.9 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member should use an AED only after the member has received the required training (CRS § 13-21-108.1).

430.9.1 AED USER RESPONSIBILITY

Members who are issued AEDs should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly shall be taken out of service and given to the Training Lieutenant who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED shall contact Transit Police Communications as soon as possible and request response by EMS (CRS § 13-21-108.1).

430.9.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

430.9.3 AED TRAINING AND MAINTENANCE

The Training Lieutenant should ensure appropriate training that includes training in CPR and AED use is provided to members authorized to use an AED (CRS § 13-21-108.1).

The Training Lieutenant is responsible for ensuring AED devices are appropriately maintained and tested consistent with the manufacturer's operational guidelines, and will retain records of all

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

maintenance and testing in accordance with the established records retention schedule (CRS § 13-21-108.1).

430.10 ADMINISTRATION OF OPIOID ANTAGONIST

Only members authorized by the Department may possess or administer an opioid antagonist such as naloxone hydrochloride or any similarly acting drug for the treatment of a drug overdose. The medication shall be administered in accordance with written protocol specified by the medical professional who prescribed the overdose medication for use by the member (CRS § 12-30-110; CRS § 12-255-128).

430.10.1 OPIOID ANTAGONIST USER RESPONSIBILITIES

Members who are qualified to administer an opioid antagonist should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Lieutenant.

Any member who administers an opioid antagonist should contact Transit Police Communications as soon as possible and request response by EMS.

430.10.2 OPIOID ANTAGONIST REPORTING

Any member administering an opioid antagonist should detail its use in an appropriate report.

The Training Lieutenant will ensure that the Records Manager is provided enough information to meet applicable state reporting requirements.

430.10.3 OPIOID ANTAGONIST TRAINING

The Training Lieutenant should ensure training is provided to members authorized to administer an opioid antagonist.

430.11 FIRST-AID TRAINING

The Training Lieutenant should ensure officers receive periodic first-aid training appropriate for their position.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Body-Worn Cameras

431.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of a body-worn camera (BWC) by members of this department and for the access, use, and retention of department BWC media.

The provisions of this policy, including notice, documentation, access, and retention, also apply to other portable audio/video recording devices used by members, where applicable.

This policy does not apply to undercover operations, wiretaps, or eavesdropping (concealed listening devices).

431.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - To place a BWC in active mode (also called event mode). In active mode, the BWC records both video and audio.

BWC media - The video, audio, and images captured by department BWCs and the associated metadata.

BWC media systems - Any software, including web-based programs and mobile applications, used by the Department to upload/download, store, view, transfer, and otherwise maintain BWC media.

Deactivate - To place a BWC in buffering mode (also called ready or pre-event mode). In buffering mode, the BWC records video (without audio) in short, predetermined intervals that are retained only temporarily. However, when a BWC is activated, the interval recorded immediately prior to activation is then stored as part of the BWC media. Deactivate does not mean powering off the BWC.

Event - A general term referring to a set of circumstances that may, but does not necessarily, correlate directly to a single public safety incident.

431.2 POLICY

It is the policy of the Department to use BWCs and BWC media for evidence collection and to accurately document events in a way that promotes member safety and department accountability and transparency while also protecting the privacy of members of the public.

431.3 RESPONSIBILITIES

431.3.1 BWC COORDINATOR RESPONSIBILITIES

The Chief of Police or the authorized designee should delegate certain responsibilities to a BWC coordinator.

The responsibilities of the coordinator include:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Serving as a liaison between the Department and the BWC manufacturer/distributor and any third-party media storage vendor.

(b) Acquiring sufficient BWCs to equip all members required to wear BWCs on-duty (CRS § 24-31-902).

(c) Developing inventory procedures for issuing and tracking BWC equipment, including properly marking BWCs as property of the Department and recording the date each BWC is placed into or taken out of service.

(d) Assisting with troubleshooting and maintenance of BWC equipment and media systems and, when necessary, coordinating the repair or replacement of BWCs.

1. All equipment and system malfunctions and their resolutions should be documented, and maintenance and repair records should be maintained for all BWCs.

(e) Managing BWC media systems so that:

1. Access is limited to the minimum necessary authorized users and user privileges are restricted to those necessary for the member to conduct assigned department duties.

2. Security requirements, such as two-factor authentication and appropriate password parameters, are in place for user credentials.

(f) Configuring BWC media systems, or developing manual procedures, so that media is appropriately categorized and retained according to the event type tagged by members.

(g) Retaining audit logs or records of all access, alteration, and deletion of BWC media and media systems, and conducting periodic audits to ensure compliance with applicable laws, regulations, and department policy.

(h) Developing and updating BWC training for members who are assigned a BWC or given access to BWC media systems.

(i) Coordinating with the community relations coordinator to (see the Community Relations Policy):

1. Provide the public with notice of the department's use of BWCs (e.g., posting on the department website or social media pages).

2. Gain insight into community expectations regarding BWC use.

(j) Coordinating with the Records Manager to (see the Records Bureau and Records Maintenance and Release policies):

1. Determine and apply proper retention periods to BWC media.

2. Develop procedures for the appropriate release of BWC media.

(k) Coordinating with the Property and Evidence Bureau to develop procedures for the transfer, storage, and backup of evidentiary BWC media (see the Property and Evidence Policy).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(l) Completing an annual administrative review of the BWC program and providing it to the Chief of Police for review.

431.3.2 MEMBER RESPONSIBILITIES

Every member issued a BWC is responsible for its proper use, safekeeping, and maintenance.

At the beginning of each shift or period of BWC use, the member should inspect their assigned BWC to confirm it is charged and in good working order. As part of the inspection, the member should perform a function test by activating the BWC and recording a brief video stating their name, identification number, assignment, and the date and time.

Members should wear their assigned BWC on their outermost garment positioned at or near chest level and as close to the center of their body as practicable. Members are responsible for ensuring there are no obstructions and that the BWC remains in a position suitable for recording.

When a BWC is not in the physical possession of the member to which it is assigned, it should be placed on the charging dock and stored in a secure location.

Members shall report any malfunction or damage to the BWC coordinator or on-duty supervisor as soon as practicable and, if possible, obtain a functioning BWC to use either temporarily while repairs are being made to the member's BWC or as a permanent replacement.

431.4 BWC USE

The following guidelines apply to the use of BWCs:

(a) Only department-issued BWCs should be used. Members are prohibited from using any other BWC without the express consent of the Chief of Police or the authorized designee.

(b) BWCs should only be used by the member or members to whom it was issued unless otherwise authorized by a supervisor.

(c) The use of department-issued BWCs shall be strictly limited to department-related activities.

(d) Members shall not use BWCs or BWC media systems for which they have not received prior authorization and appropriate training.

(e) Members shall immediately report unauthorized access or use of BWCs or BWC media systems by another member to their supervisor or the Chief of Police.

431.4.1 PROHIBITIONS

BWCs should not be used to record:

(a) Routine administrative activities of the Department that do not involve interactions with the public. Care should be taken to avoid incidentally recording confidential documents that the Department has a duty to keep secure (i.e., criminal justice information).

(b) Areas within the department facilities where members have a reasonable expectation of privacy (e.g., locker rooms or dressing areas, breakrooms) unless responding to a call for service or conducting an investigation.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) Conversations of other members without their knowledge.

(d) When a member is taking an authorized break or otherwise engaged in personal activities.

(e) In a courtroom unless responding to a call for service or emergency situation.

(f) Interactions with undercover officers or confidential informants.

(g) Strip searches.

BWCs shall not be used for the purpose of embarrassment, harassment, or ridicule of any individual or group.

431.5 ACTIVATION OF BWC

Members shall wear and activate their BWC during all calls for service and the performance of law enforcement-related functions (CRS § 24-31-902), which includes any interaction with the public initiated by the officer, whether consensual or nonconsensual, for the purpose of enforcing the law or investigating possible violations of the law. Members are not required to activate their BWC during casual or informal contacts with members of the public that are not part of or related to law enforcement functions. However, members should activate their BWC any time a contact with an individual becomes hostile or adversarial.

Activation of the camera shall occur when the officer receives the location of the call. If the response time to the incident is greater than 10 minutes, an officer can wait until they are an estimated 5 minutes away prior to activating their BWC.

Officer shall activate their BWC whenever they have activated their vehicle's emergency equipment.

Unless otherwise authorized by this policy or approved by a supervisor, BWCs should remain activated until the call for service or law enforcement-related function has concluded. A member may cease recording if they are simply waiting for a tow truck or a family member to arrive, or in other similar situations.

At no time is a member expected to jeopardize their safety to activate their BWC. However, the BWC should be activated as soon as reasonably practicable in required situations.

If a member attempts to activate their BWC but the BWC fails to record an event, the member should notify their supervisor as soon as practicable.

431.5.1 NOTICE OF RECORDING

Unless otherwise approved based on unique circumstances, a member should wear the BWC in a manner that is conspicuous and shall answer truthfully if asked whether they are equipped with a BWC or if their BWC is activated.

431.5.2 PRIVACY CONSIDERATIONS

Members should remain sensitive to the dignity of individuals being recorded and should exercise sound discretion with respect to privacy concerns.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

When responding to a place where individuals have an expectation of privacy (e.g., private residences, medical or mental health facilities, restrooms) or to a sensitive situation (e.g., individuals partially or fully unclothed), members are permitted to mute or deactivate their BWC if it reasonably appears that the privacy concern outweighs any legitimate department interest in recording the event. Members may also mute or deactivate their BWC (CRS § 24-31-902):

(a) To avoid recording personal information that is not related to the case.

(b) When there is a long break in the incident.

(c) In administrative, tactical, and management discussions when civilians are not present.

Members should choose to mute rather than deactivate BWCs when practicable. Deactivation should only be used when muting the BWC will not accomplish the level of privacy necessary for the situation.

Before muting or deactivating their BWC, the member should verbally narrate the reason on the recording. As soon as possible once the privacy concern is no longer an issue, or when circumstances change so that the privacy concern no longer outweighs the department's interest in recording the event (e.g., the individual becomes combative, the conversation ends), the member should unmute or reactivate their BWC and verbally note that recording has resumed.

431.5.3 LIVESTREAMING

Livestreaming enables authorized individuals to remotely view the audio and video captured by a member's BWC in real time. Only supervisors and dispatchers approved by the Chief of Police or the authorized designee shall have access to livestreaming capabilities.

Livestreaming should only be activated:

(a) For purposes of member safety when the member is not responding to their radio or there is some other indication of distress.

(b) To assist with situational awareness or tactical decisions during a significant incident.

(c) When requested by the member.

431.5.4 DOCUMENTATION

Members are encouraged to provide narration while using a BWC when it would be useful to provide context or clarification of the events being recorded. However, the use of a BWC is not a replacement for written reports and should not be referred to in a written report in place of detailing the event.

Every report prepared by a member who is issued a BWC should state "BWC available" or "BWC unavailable," as applicable, and should document:

(a) To the extent practicable and relevant, the identity of individuals appearing in the BWC media.

(b) An explanation of why BWC media is unavailable including any malfunction, damage, or battery issue that resulted in the failure of the BWC to capture all or part of the event.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) Any exigency or other circumstances that prevented the member from immediately activating the recording at the beginning of the event.

(d) Any period of the event in which the member deactivated or muted their BWC and the reason for such action.

(e) If livestreaming was activated during the event, the reason for livestreaming and the members who communicated or participated in the event through BWC livestreaming.

431.6 UPLOADING BWC MEDIA

Unless otherwise authorized by a supervisor, all media from a member's BWC should be properly uploaded and tagged before the end of their shift. BWC media related to a serious or high-profile event (e.g., search for a missing child, active shooter situation) should be uploaded and tagged as soon as practicable upon returning to the Department.

Following an officer involved shooting or death or other event deemed necessary, a supervisor should take possession of the BWC for each member present and upload and tag the BWC media.

431.6.1 TAGGING BWC MEDIA

Members should tag all media captured by their BWC with their name and/or identification number, the case or incident number, and the event type. BWC media should be tagged upon uploading or, if capabilities permit tagging in the field, as close to the time of the event as possible. If more than one event type applies to BWC media, it should be tagged with each event type. If BWC media can only be tagged with a single event type, the media should be tagged using the event type with the longest retention period.

BWC media depicting sensitive circumstances or events should be tagged as restricted. BWC media should be flagged for supervisor review when it pertains to a significant event such as:

(a) An incident that is the basis of a formal or informal complaint or is likely to result in a complaint.

(b) When a member has sustained a serious injury or a line-of-duty death has occurred.

(c) When a firearm discharge or use of force incident has occurred.

(d) An event that has attracted or is likely to attract significant media attention.

Supervisors should conduct audits at regular intervals to confirm BWC media is being properly uploaded and tagged by their subordinates.

431.7 BWC MEDIA

All BWC media is the sole property of the Department. Members shall have no expectation of privacy or ownership interest in the content of BWC media.

All BWC media shall be stored and transferred in a manner that is physically and digitally secure with appropriate safeguards to prevent unauthorized modification, use, release, or transfer. Contracts with any third-party vendors for the storage of BWC media should include provisions specifying that all BWC media remains the property of the Department and shall not be used by the vendor for any purpose without explicit approval of the Chief of Police or the authorized designee.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Members shall not alter, copy, delete, release, or permit access to BWC media other than as permitted in this policy without the express consent of the Chief of Police or the authorized designee.

BWC media systems should not be accessed using personal devices unless authorized by the Chief of Police or the authorized designee.

431.7.1 ACCESS AND USE OF BWC MEDIA

BWC media systems shall only be accessed by authorized members using the member's own login credentials and in accordance with the Information Technology Use Policy.

BWC media shall only be accessed and viewed for legitimate department-related purposes in accordance with the following guidelines:

(a) BWC media tagged as restricted should only be accessible by those designated by the Chief of Police or the authorized designee.

(b) Members may review their own BWC media for department-related purposes. Members should document in their report if they reviewed BWC media before completing the report.

(c) Investigators may review BWC media pertaining to their assigned cases.

(d) A member testifying regarding a department-related event may review the pertinent BWC media before testifying.

(e) Supervisors are permitted to access and view BWC media of their subordinates.

1. Supervisors should review BWC media that is tagged as a significant event or that the supervisor is aware pertains to a significant event.

2. Supervisors should conduct documented reviews of their subordinate's BWC media at least annually to evaluate the member's performance, verify compliance with department procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review BWC media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member.

3. Supervisors should conduct periodic reviews of a sample of each subordinate's BWC media to evaluate BWC use and ensure compliance with this policy.

(f) The Training Lieutenant is permitted to access and view BWC media for training purposes.

1. The Training Lieutenant should conduct a quarterly review of a random sampling of BWC media to evaluate department performance and effectiveness and to identify specific areas where additional training or changes to protocols would be beneficial. Training Committee members may review BWC media as part of their review to identify training needs.

2. The Training Lieutenant may use BWC media for training purposes with the approval of the Chief of Police or the authorized designee. The Training

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Lieutenant should use caution to avoid embarrassing or singling out a member and, to the extent practicable, should seek consent from the members appearing in the BWC media before its use for training. When practicable, sensitive issues depicted in BWC media should be redacted before being used for training.

(g) The Records Manager may access BWC media when necessary to conduct department-related duties.

(h) The BWC coordinator may access BWC media and the BWC media system as needed to ensure the system is functioning properly, provide troubleshooting assistance, conduct audits, and fulfill other responsibilities related to their role.

431.7.2 PUBLIC ACCESS

Unless disclosure is required by law or a court order, BWC media should not be released to the public if it unreasonably violates a person's privacy or sense of dignity or depicts the interior of:

(a) A private residence.

(b) A facility that offers health care, mental health or substance abuse treatment, or social services.

(c) A school building.

(d) Any other building in which public access is restricted or which implicates heightened security concerns.

Requests for the release of BWC media shall be processed in accordance with the Records Maintenance and Release Policy and the Enhance Law Enforcement Integrity Act (CRS § 24-31-902). The Records Manager should review BWC media before public release.

431.8 RETENTION OF BWC MEDIA

Non-evidentiary BWC media should be retained in accordance with state records retention laws.

Unless circumstances justify continued retention, BWC media should be permanently deleted upon the expiration of the retention period in a way that it cannot be retrieved. BWC media shall not otherwise be deleted by any person without the authorization of the Chief of Police or the authorized designee.

431.8.1 EVIDENTIARY BWC MEDIA

BWC media relevant to a criminal prosecution should be exported from the BWC media system and securely transferred to digital evidence storage according to established department procedures. Evidentiary BWC media is subject to the same laws, policies, and procedures as all other evidence, including chain of custody, accessibility, and retention periods (see the Property and Evidence Policy).

431.9 TRAINING

The BWC coordinator should ensure that each member issued a BWC receives initial training before use, and periodic refresher training thereafter. Training should include:

(a) Proper use of the BWC device and accessories.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) When BWC activation is required, permitted, and prohibited.

(c) How to respond to an individual's request to stop recording.

(d) Proper use of the BWC media systems, including uploading and tagging procedures.

(e) Security procedures for BWC media, including appropriate access and use.

Members who are not issued a BWC but who have access to BWC media systems shall receive training on the BWC media system, including appropriate access, use, and security procedures.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chapter 5 - Traffic Operations

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY

Although the RTD Transit Police Department does not authorize traffic enforcement as a routine patrol function, nor establish preventive traffic assignments or preventive patrols. There maybe the occasion to conduct enforcement based on exigent circumstances. The goal of traffic law enforcement is to reduce traffic collisions and improve the safety and quality of life for the public through traffic law compliance.

500.3 DEPLOYMENT

Enforcement efforts may include such techniques as geographic/temporal assignment of department members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving, and a variety of educational activities. These activities should incorporate methods that are suitable to the situation; timed to events, seasons, past traffic problems or locations; and, whenever practicable, preceded by enforcement activities.

Several factors are considered in the development of deployment schedules for department members. State and local data on traffic accidents are a valuable resource. Factors for analysis include but are not limited to:

- Location.
- Time.
- Day.
- Violation factors.
- Requests from the public.
- Construction zones.
- School zones.
- Special events.

Department members assigned to uniformed patrol or traffic enforcement functions will emphasize the enforcement of violations that contribute to traffic accidents, and also will consider the hours and locations where traffic accidents tend to occur. Members will take directed enforcement action on request, and random enforcement action when appropriate. Members shall maintain high visibility while working general enforcement, especially in areas where traffic accidents frequently occur.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

500.4 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any officer shall not be used as the sole criterion for evaluating officer overall performance. The visibility and quality of an officer's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions (CRS § 42-4-101 and CRS § 42-4-104):

500.4.1 WARNINGS AND STOPS WITHOUT CITATION OR ARREST

Warnings should be considered in minor traffic infractions and substituted for arrests or citations when circumstances warrant. Circumstances that do not result in a citation or arrest require providing a business card in compliance with the law, as outlined in the Bias-Based Policing Policy.

500.4.2 TRAFFIC CITATIONS

Traffic citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at minimum:

(a) Explanation of the violation or charge

(b) Court appearance procedure, including the optional or mandatory appearance by the motorist

(c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court

(d) The court contact information

500.4.3 TRAFFIC CITATION COURT JURISDICTION

An officer who issues a traffic citation shall ensure that the place specified in the summons, complaint or penalty assessment notice is a county court within the county in which the offense is alleged to have been committed (CRS § 42-4-1707(5)).

500.4.4 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses. These physical arrest cases usually deal with but are not limited to (CRS § 42-4-1705(1)):

(a) Vehicular homicide.

(b) Driving under the influence of alcohol/drugs.

(c) Hit-and-run resulting in serious injury or death.

(d) Hit-and-run resulting in damage to any vehicle or property.

(e) Reasonable cause to believe the violator may leave the state.

500.5 SUSPENDED OR REVOKED DRIVER'S LICENSE

If an officer contacts a traffic violator also driving on a suspended or revoked license, the officer should issue a traffic citation or make an arrest as appropriate.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

500.6 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to reduce the danger to employees who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment (Federal Manual on Uniform Traffic Control Devices, 23 CFR 655.601).

Although intended primarily for use while performing traffic-related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the employee.

500.6.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used anytime a plainclothes officer might benefit from being readily identified as an officer.

500.6.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

High-visibility vests shall be maintained in the trunk of each patrol and investigation unit, in the side box of each police motorcycle and in the saddlebag or gear bag of each police bicycle. Each vest should be stored inside the resealable plastic bag provided to protect and maintain the vest in a serviceable condition. Before going into service, each employee shall ensure a serviceable high-visibility vest is properly stored.

Additional high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Training Lieutenant should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Traffic Accident Response and Reporting

501.1 PURPOSE AND SCOPE

The public safety responsibilities of law enforcement include responding to traffic accidents, providing aid and assistance, documentation of the incident and identification of criminal activity. The Regional Transportation District Police Department prepares traffic accident reports in compliance with CRS § 42-4-1606 and as a public service makes traffic accident information available to the public.

501.2 CALL RESPONSE

Officers should respond without delay when dispatched to a traffic accident. A traffic accident with injuries reported may include an emergency response if the officer reasonably believes such a response is appropriate.

501.2.1 RESPONSE CONSIDERATIONS

An officer responding to and upon arrival at an accident, should consider the following:

(a) The most appropriate route to the incident

(b) Proper placement of the emergency vehicle to provide protection for officers and the scene

(c) Potential for involvement of hazardous materials

(d) Additional support that may be necessary (e.g., traffic control, medical aid, HAZMAT, ambulance, tow vehicles and airship landing)

(e) Providing first aid to any injured parties if it can be done safely, and obtaining medical assistance as necessary

(f) Traffic control and protection of the scene

(g) Clearance of the roadway

501.3 ACCIDENT INVESTIGATION

Investigation of traffic collisions should include, at minimum, the following:

(a) Identification and interview of all involved parties

(b) Identification and interview of any witnesses

(c) Determination if any crime has occurred and taking appropriate enforcement action

(d) Identification and protection of items of apparent evidentiary value

(e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence and reporting) on appropriate report forms

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

501.4 TAKING ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of Colorado law led to the accident, officers should issue a traffic citation or a misdemeanor citation to the offending driver. Officers may arrest a person when there is probable cause to believe that an offense was committed by the person to be arrested (CRS § 16-3-102).

Incidents involving more serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced immediately. If a driver subject to enforcement is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.5 TRAFFIC ACCIDENT REPORTING

501.5.1 OFFICER RESPONSIBILITIES

Department members shall utilize forms approved by the Department of Revenue, Motor Vehicle Division (CRS § 42-4-1608) for the reporting of traffic accidents. All traffic accident reports taken by members of this department shall be forwarded to the N/A for approval and data entry into the records management system.

501.5.3 MODIFICATIONS TO TRAFFIC ACCIDENT REPORTS

A change or modification of a written report that alters a material fact in the report may be made only by the person who prepared the report. A written supplemental report may be made by any authorized employee.

501.6 REPORTING SITUATIONS

501.6.1 TRAFFIC ACCIDENTS INVOLVING DISTRICT VEHICLES

Traffic accident investigation reports shall be taken when a District-owned vehicle is involved in a traffic accident on a roadway or highway, wherein any damage or injury results. A general information report may be taken in lieu of a traffic accident report at the direction of a supervisor when the accident occurs on private property or does not involve another vehicle. Whenever there is damage to a District vehicle, a vehicle damage report shall be completed and forwarded to the appropriate Deputy Chief.

Photographs of the accident scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

501.6.2 INJURY OR FATALITY TRAFFIC ACCIDENTS WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on- or off-duty, is involved in a traffic accident within the jurisdiction of the Regional Transportation District Police Department and it results in a serious injury or fatality, the Shift Sergeant should request an RTD Street Supervisor and the appropriate jurisdiction law enforcement agency to complete an investigation and report.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

501.6.3 TRAFFIC COLLISIONS WITH OTHER DISTRICT EMPLOYEES OR OFFICIALS
The Shift Sergeant may request assistance from the CSP or other outside agency for the investigation of any traffic accident involving any District official or employee where a serious injury or fatality has occurred.

501.6.4 TRAFFIC COLLISIONS INVOLVING INJURED ANIMALS
Department members should refer to the Animal Control Policy when a traffic accident involves disposition of an injured animal.

501.7 NOTIFICATION OF COMMAND
In the event of a serious injury or death-related traffic accident, the Shift Sergeant shall notify their chain of commandto relate the circumstances of the traffic accident and seek assistance as needed.

501.8 NOTIFICATION OF NEXT OF KIN
If a traffic accident causes a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim’s next of kin or coordinate such notification with the Coroner, department chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic accident should not be released until notification is made to the victim’s next of kin.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Impaired Driving

502.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

502.2 POLICY

The Regional Transportation District Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Colorado's impaired driving laws.

502.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The N/A will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The field sobriety tests (FSTs) administered and the results.

(b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual's driving or subsequent actions.

(e) The location and time frame of the individual's vehicle operation and how this was determined.

(f) Any prior related convictions in Colorado or another jurisdiction.

502.4 FIELD TESTS

The Operations Deputy Chief should identify the standardized FSTs and any approved alternate tests for officers to use when investigating violations of DUI laws.

502.5 CHEMICAL TESTS

A person implies consent under Colorado law to a chemical test or tests, and to providing the associated chemical sample, when an officer has probable cause to believe that the person was driving a motor vehicle in violation of CRS § 42-4-1301 (DUI, DUI per se, DWAI, or UDD) (CRS § 42-4-1301.1).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

502.5.1 STATUTORY NOTIFICATIONS

Officers requesting a sample from a person suspected of DUI should inform the person that failure to submit to testing may result in the revocation of his/her license.

502.5.2 CHOICE OF TESTS

Officers shall respect a viable choice of chemical test made by an arrestee as provided for by law (e.g., breath will not be acceptable for suspected narcotics influence). Generally, a person may request either a test of his/her blood or breath for determining alcohol content (CRS § 42-4-1301.1). However, if a person under the age of 21 is suspected of underage drinking and driving (UDD), the person may only submit to a breath test.

If a person is suspected of aggravated vehicular unlawful termination of a pregnancy, the type of test or tests shall be determined by the officer (CRS § 18-3.5-108).

For purposes of determining drug content within a person's system, officers may select the most appropriate and viable test of the of the person's blood, saliva and urine. The arrestee is required to take and complete the selected test or tests (CRS § 42-4-1301.1; CRS § 18-3.5-108).

502.5.3 BREATH SAMPLES

The Operations Deputy Chief should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Operations Deputy Chief.

502.5.4 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (CRS § 42-4-1301.1). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

Officers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

to take a blood test shall not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

502.5.5 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

502.6 REFUSALS

When an arrestee refuses to provide a chemical sample, officers should:

(a) Advise the arrestee of the requirement to provide a sample (CRS § 42-4-1301.1).

(b) Audio- and/or video-record the admonishment and the response when it is practicable.

(c) Document the refusal in the appropriate report.

502.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of revocation upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person and issue the person a seven day temporary permit unless the person already possesses one (CRS § 42-2-126).

502.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained.

(b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

(c) Exigent circumstances exist and the officer has probable cause to believe the person committed any of the following offenses (CRS § 42-4-1301.1):

1. Criminally negligent homicide
2. Vehicular homicide
3. Assault in the third degree
4. Vehicular assault

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

502.6.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the individual to submit to such a sample without physical resistance.

1. This dialogue should be recorded on audio and/or video when practicable.

(d) Ensure that the blood sample is taken in a medically approved manner.

(e) Ensure the forced blood draw is recorded on audio and/or video when practicable.

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:

1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

2. In misdemeanor cases, if the suspect becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

3. In felony cases, force that reasonably appears necessary to overcome the resistance to the blood draw may be permitted. Officers may physically restrain a person for the purpose of obtaining a sample only in cases of criminally negligent homicide, vehicular homicide, assault in the third degree, vehicular assault or aggravated vehicular unlawful termination of pregnancy (CRS § 42-4-1301.1; CRS § 18-3.5-108).

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

502.7 ARREST AND INVESTIGATION

502.7.1 PRELIMINARY TESTING

An officer may request that a person provide a breath sample for a preliminary screening test when the officer (CRS § 42-4-1301):

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Has reason to believe the person was driving a motor vehicle while under the influence or impaired by alcohol and,

(b) Has advised the person that he/she may refuse or agree to provide the preliminary breath sample.

If the person is under the age of 21, the officer may conduct a preliminary screening test, without the person's consent, if there is a reasonable belief the person has consumed alcohol (CRS § 42-4-1301).

An officer may use the results of the preliminary test in determining whether probable cause exists to believe the person was DUI and whether to administer additional testing (CRS § 42-4-1301).

502.7.2 COLLECTING SAMPLES

Arrestee samples shall be collected and processed in accordance with standards set by the Department of Public Health and Environment (5 CCR 1005-2:1 et seq.).

502.7.3 TIME TO COLLECT SAMPLE

If an officer requests that a person submit to a blood or breath test to determine the alcohol content of the person's blood or breath, the person must cooperate with the request such that the sample can be obtained within two hours of the person's driving (CRS § 42-4-1301.1).

If an officer requests that a person submit to a blood, saliva or urine test to determine the drug content within the person's system, the person must cooperate with the request such that the sample can be obtained within two hours of the person's driving (CRS § 42-4-1301.1).

502.7.4 NOTICE TO COMMERCIAL MOTOR VEHICLE DRIVER

Officers investigating a driver of a commercial motor vehicle license for DUI shall advise the person that a refusal to submit to a chemical test shall result in an out-of-service order for a period of 24 hours and a revocation of the privilege to operate a commercial motor vehicle for one year (CRS § 42-4-1301.1).

502.7.5 OFFICER RESPONSIBILITIES

An officer believing that a person should be subject to license revocation as a result of DUI shall forward the following to the Division of Motor Vehicles (DMV) on the forms prescribed by the DMV (CRS § 42-2-126):

(a) A copy of the completed notice of revocation form

(b) A copy of any completed temporary permit

(c) The person's driver's license

(d) An affidavit, signed, dated and sworn to by the officer containing information relevant to the legal issues and facts to be considered by the DMV for revoking the person's license

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

502.7.6 EXTRAORDINARY CIRCUMSTANCES

If an officer requests a person to submit to a chemical test and subsequently determines that there are extraordinary circumstances that prevent the completion of the test elected by the person within the two-hour time period, the officer shall inform the person of such circumstances and request and direct the person to take and complete the other test. The person shall then be required to take and complete, and to cooperate in the completing of, the other test. Extraordinary circumstances include but are not limited to weather related delays, high call volume affecting medical personnel, malfunctioning breath test equipment and other circumstances that preclude the timely collection of a sample (CRS § 42-4-1301.1).

502.7.7 UNCONSCIOUS OR DECEASED PERSONS

If an officer believes a person to be DUI and the person cannot submit to a chemical test because the person is unconscious, hospitalized, or undergoing medical treatment, the officer may (CRS § 18-3.5-108; CRS § 42-4-1301.1):

(a) Have access to and analyze any blood, urine, or saliva that was obtained and not utilized by the health care provider.

(b) Have access to medical tests administered by the health care provider that show test results of the alcohol or drug content in the person's system. The provisions of CRS § 13-90-107 relating to physician privileged communications do not apply to such test results.

In addition, the blood or urine sample of any deceased driver or pedestrian at least 15 years of age shall be tested for alcohol, drug, and carbon monoxide concentration following the procedures established by the Department of Public Health and Environment (CRS § 42-4-1301.1; CRS § 42-4-1304).

502.7.8 MEDICAL MARIJUANA REGISTRY IDENTIFICATION CARD

A person who possesses a valid medical marijuana registry identification card (RIC) shall not be required to submit to a blood test solely based on the possession of the RIC (CRS § 42-4-1301).

502.8 RECORDS BUREAU RESPONSIBILITIES

The Records Manager will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney’s office.

502.9 ADMINISTRATIVE HEARINGS

The Records Manager will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the Division of Motor Vehicles (DMV).

Any officer who receives notice of required attendance to an administrative license suspension hearing should promptly notify the prosecuting attorney.

An officer called to testify at an administrative hearing should document the hearing date and the DMV file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

502.10 TRAINING

The Training Lieutenant should ensure that officers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Training Lieutenant should confer with the prosecuting attorney's office and update training topics as needed.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Traffic Citations

503.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the collection of data, the procedure for dismissal, correction and voiding of traffic citations.

503.2 RESPONSIBILITIES

Employees of this department shall use the approved traffic citation for all traffic offense citations.

The Records Bureau shall be responsible for the development and design of all Department traffic citations in compliance with state law (CRS § 42-4-1707).

The Records Bureau is responsible for the supply and accounting of all traffic citations issued to employees of this department. Citations will be kept in a secure location and issued to officers by the Records Bureau staff. Officers will sign for the citation books when issued.

503.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued. Any request from a recipient to dismiss a citation shall be referred to the Records Bureau. Upon a review of the circumstances involving the issuance of the traffic citation, a Supervisor may request that the Operations Deputy Chief recommend dismissal of the traffic citation. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal has been denied shall be referred to the appropriate court.

Should an officer determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the officer may request that the court dismiss the citation. Upon dismissal of the traffic citation by the court, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required. The citation dismissal shall then be forwarded to the Operations Deputy Chief for review.

503.4 VOIDING TRAFFIC CITATIONS

Voiding a traffic citation may occur when a traffic citation has not been completed or where it is completed but not issued. All copies of the citation shall be presented to a supervisor to approve the voiding of the citation. The citation and copies shall then be forwarded to the Records Bureau.

503.5 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a letter requesting a specific correction to his/her immediate supervisor. The citation and letter shall then be forwarded to the Records Bureau. The Records Bureau shall prepare a letter of correction to the court having jurisdiction and to the recipient of the citation.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

503.6 DISPOSITION OF TRAFFIC CITATIONS

The court and file copies of all traffic citations issued by members of this department shall be forwarded to the employee's immediate supervisor for review. The citation copies shall then be filed with the Records Bureau.

Upon separation from employment with this department, all employees who were issued traffic citation books shall return any unused citations to the Records Bureau.

503.7 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles vary from the procedure for adults (CRS § 42-4-1707(1)(b)). The juvenile’s age, place of residency and the type of offense should be considered before issuing the juvenile a citation.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Disabled Vehicles

504.1 PURPOSE AND SCOPE

The Regional Transportation District Police Department has adopted this policy regarding providing assistance to motorists in disabled vehicles within this organization's jurisdiction.

504.2 OFFICER RESPONSIBILITIES

When an on-duty officer observes a disabled vehicle, the officer should make a reasonable effort to provide assistance. If that officer is unable to render aid, the member should notify dispatch and request the local agency respond.

504.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After assistance is rendered or arrangements for assistance are made, continued involvement by Department personnel will be contingent on the time of day, the location, the availability of Department resources and the vulnerability of the disabled motorist.

504.3.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle.

504.3.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a safety hazard presented by the disabled vehicle.

504.4 PUBLIC ACCESS TO THIS POLICY

This written policy is available upon request.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chapter 6 - Investigation Operations

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Regional Transportation District Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INVESTIGATIVE PROCEDURES

The Criminal Investigations Deputy Chief or the authorized designee shall be responsible for developing, maintaining and reviewing detailed investigative procedures. Such procedures shall minimally include:

(a) Case file management.

(b) Preliminary and follow-up criminal investigation checklists.

(c) Multijurisdictional investigative task force roles and responsibilities.

(d) Polygraph or other truth-telling device examinations.

(e) Cold case definition, evaluation criteria and documentation.

(f) Undercover, surveillance/stakeouts, informant/decoy and raid operations, including use of surveillance and undercover equipment.

(g) Photographic (conventional and digital) and other digital evidence collection.

(h) Known source evidence collection for physical evidence comparison.

(i) Forensic laboratory evidence submission.

(j) Latent fingerprint preservation.

(k) Any additional accreditation-mandated procedures, including a case screening system that identifies and considers solvability factors, advising the Chief of Police of investigative activities on major or sensitive cases and an on-call schedule to ensure 24-hour availability.

600.4 INITIAL INVESTIGATION

600.4.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:

1. An initial statement from any witnesses or complainants.

2. A cursory examination for evidence.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) If information indicates a crime has occurred, the officer shall:

1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
2. Determine if additional investigative resources (e.g., investigators, scene processing) are necessary and request assistance as required.
3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Sergeant.
4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
5. Collect any evidence.
6. Take any appropriate law enforcement action.
7. Complete and submit the appropriate reports and documentation.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.4.2 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.5 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies (CRS § 16-3-406). Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.5.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed a Class 1 or Class 2 felony or felony sexual assault offense shall be recorded (audio and video) in its entirety when the interrogation takes place at any Regional Transportation District Police Department facility (CRS § 16-3-601) unless:

(a) The individual requests that the interrogation not be recorded.

1. The request must be made in writing or at the beginning of the recording.

(b) The recording equipment fails.

(c) Recording equipment is unavailable due to damage or other extraordinary circumstances.

(d) Exigent circumstances prevent the recording of the interrogation.

(e) The individual is interrogated outside the state of Colorado.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Any custodial interrogation of an individual who is suspected of having committed any other violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Detective Bureau supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.6 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

    1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.

    2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor, charges have been filed, further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

600.7 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.8 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the internet should not be archived or stored in any manner other than department-established record-keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

600.8.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

600.8.2 INTERCEPTING ELECTRONIC COMMUNICATION
Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.9 MODIFICATION OF CHARGES FILED
Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Deputy Chief or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in Title 18, Article 3, Part 4 (Unlawful Sexual Behavior) of the Colorado Revised Statutes.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY

It is the policy of the Regional Transportation District Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

(f) Participate in or coordinate with SART or other multidisciplinary investigative teams as applicable.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

601.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.5 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to Transit Police Communications, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of SART or the multidisciplinary response team should be included in the initial victim interviews.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded shall be included in a report.

Victims should be notified if forensic medical evidence has been submitted to an accredited crime laboratory (CRS § 24-4.1-302.5).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.5.1 TRUTH VERIFICATION EXAMINATIONS

Members of the Regional Transportation District Police Department shall not ask or require a victim of a sex crime to submit to a truth verification examination as a condition for proceeding with a criminal investigation (34 USC § 10451; CRS § 18-3-407.5).

A truth verification examination shall only be conducted upon a victim with the victim's written informed consent that includes notice that he/she has the right to refuse to submit to the examination. In addition, the victim shall be informed orally with information about the potential use of the result of the examination (CRS § 18-3-407.5).

601.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault. Forensic medical evidence shall be collected if the victim requests the collection (CRS § 24-33.5-113; 8 CCR 1507-29).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

No Regional Transportation District Police Department member shall ask or require a sex crime victim to participate or cooperate in an investigation as a condition of receiving a forensic medical examination (CRS § 18-3-407.5).

601.6.1 COLLECTION AND TESTING REQUIREMENTS

Members investigating sexual assaults or handling related evidence are required to do the following (CRS § 24-33.5-113; 8 CCR 1507-29):

(a) Obtain the victim's written consent prior to collection of any forensic medical evidence, using the form required by the Department of Public Safety (DPS).

(b) Submit evidence to the Colorado Bureau of Investigation or an accredited crime laboratory within 21 days, unless the victim withdraws consent.

(c) Retrieve medical forensic evidence when contacted by a medical facility for appropriate retention (CRS § 18-3-407.5).

(d) Participate in the DPS statewide sexual assault evidence collection kit system for monitoring the status and location of the victim's sexual assault kit as required by CRS § 24-33.5-113.5.

Forensic evidence associated with an anonymous report made pursuant to CRS § 12-240-139 shall not be submitted to a laboratory for testing (CRS § 18-3-407.5).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Policy.

601.6.2 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of any DNA test results as soon as reasonably practicable (CRS § 24-4.1-302.5).

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assaults cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

601.7 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Detective Bureau supervisor.

Classification of a sexual assault as unfounded requires the Detective Bureau supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted the victim's original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

The assigned investigator should inform the victim of any change in status of the case, including cases that are closed or reopened (CRS § 24-4.1-302.5).

601.8 CASE REVIEW

The Detective Bureau supervisor should ensure case dispositions are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The SART or multidisciplinary response team and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

601.9 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Detective Bureau supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.10 TRAINING

Subject to available resources, periodic training should be provided to:

(a) Members who are first responders. Training should include:

1. Initial response to sexual assaults.
2. Legal issues.
3. Victim advocacy.
4. Victim’s response to trauma.

(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1. Interviewing sexual assault victims.
2. SART or multidisciplinary response team.
3. Medical and legal aspects of sexual assault investigations.
4. Serial crimes investigations.
5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (VICAP).
6. Techniques for communicating with victims to minimize trauma.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Informants

602.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Regional Transportation District Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Regional Transportation District Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

602.2 POLICY

The Regional Transportation District Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

602.3 USE OF INFORMANTS

602.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

602.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians

(b) The juvenile’s attorney, if any

(c) The court in which the juvenile’s case is being handled, if applicable

(d) The Chief of Police or the authorized designee

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

602.3.3 INFORMANT AGREEMENTS
All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

602.4 INFORMANT INTEGRITY
To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Deputy Chief, Investigation Bureau supervisor or their authorized designees.
    1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Criminal activity by informants shall not be condoned.

(c) Informants shall be told they are not acting as police officers, employees or agents of the Regional Transportation District Police Department, and that they shall not represent themselves as such.

(d) The relationship between department members and informants shall always be ethical and professional.
    1. Members shall not become intimately involved with an informant.
    2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Investigation Bureau supervisor.
    3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Investigation Bureau supervisor.
    1. Officers may meet informants alone in an occupied public place, such as a restaurant.

(f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

(g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

602.4.1 UNSUITABLE INFORMANTS
The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of an officer.

(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this department to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.

602.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Investigation Bureau. The Investigation Bureau supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Deputy Chief, Investigation Bureau supervisor or their authorized designees.

The Criminal Investigations Deputy Chief should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Investigation Bureau supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

602.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases

(b) Date of birth

(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

(d) Photograph

(e) Current home address and telephone numbers

(f) Current employers, positions, addresses and telephone numbers

(g) Vehicles owned and registration information

(h) Places frequented

(i) Briefs of information provided by the informant and his/her subsequent reliability

1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.

(j) Name of the officer initiating use of the informant

(k) Signed informant agreement

(l) Update on active or inactive status of informant

602.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity
- The level of risk taken by the informant

The Investigation Bureau supervisor will discuss the above factors with the Operations Deputy Chief and recommend the type and level of payment subject to approval by the Chief of Police.

602.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Payments of $500 and under may be paid in cash from a Investigation Bureau buy/ expense fund.

1. The Investigation Bureau supervisor shall sign the voucher for cash payouts from the buy/expense fund.

(b) Payments exceeding $500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.

1. The check shall list the case numbers related to and supporting the payment.
2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
3. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
4. Authorization signatures from the Chief of Police and the General Manager & CEO are required for disbursement of the funds.

(c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.

1. The cash transfer form shall include the following:
   (a) Date
   (b) Payment amount
   (c) Regional Transportation District Police Department case number
   (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
2. The cash transfer form shall be signed by the informant.
3. The cash transfer form will be kept in the informant's file.

602.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

602.6.3 AUDIT OF PAYMENTS

The Investigation Bureau supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Eyewitness Identification

603.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (CRS § 16-1-109; CRS § 16-1-110).

603.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

603.2 POLICY

The Regional Transportation District Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

603.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy (CRS § 16-1-110).

603.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Detective Bureau supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide:

(a) The date, time, and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all of the individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification (CRS § 16-1-109).

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as they did on the date of the incident.

(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness (CRS § 16-1-109).

(i) A signature line where the witness acknowledges understanding the identification procedures and instructions.

(j) A statement from the witness in the witness's own words describing how certain they are of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary (CRS § 16-1-109).

603.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case (CRS § 16-1-110). Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified, or failed to identify, the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

603.6 PHOTOGRAPHIC AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup (CRS § 16-1-109).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup (CRS § 16-1-109).

The member presenting the lineup to a witness should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

603.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications. A field elimination or show-up identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect’s face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness’s opportunity to observe the suspect.
7. The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up shall not be handcuffed or in a patrol vehicle (CRS § 16-1-110).

(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

(e) The person who is the subject of the show-up should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses shall only be permitted to view the subjects of the show-up one at a time (CRS § 16-1-110).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(g) The person who is the subject of the show-up shall not be required to put on clothing worn by the suspect, to speak words uttered by the suspect, or to perform other actions mimicking those of the suspect (CRS § 16-1-110).

(h) If a witness positively identifies a subject of the show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

603.7.1 STATE FIELD IDENTIFICATION REQUIREMENTS

An officer conducting a field identification shall (CRS § 16-1-110):

(a) Transport each witness separately to the location of the field identification.

(b) Conduct the show-up in a well-lit location with an unobstructed view of the subject of the show-up.

(c) Separate eyewitnesses from one another at the location of the show-up.

(d) Provide verbal notification as required by CRS § 16-1-110(3)(d) to each witness prior to showing them the subject.

(e) Ask the witness about their level of confidence when an identification is made and document the response in the witness's own words.

(f) Use a body-worn camera to create a video of the entire show-up procedure.

Field identifications shall only be used (CRS § 16-1-110):

(a) When a crime has been reported and:

1. An officer, acting on reasonable suspicion, has detained the suspect of the crime within minutes of the commission of the crime and near the location of the crime.
2. A live or photo lineup is not available as a means of identification given the circumstances.
3. A witness reasonably believes a subject can identified.

(b) To verify the identity of a person involved in an intimate relationship as defined in CRS § 18-6-800.3.

(c) To confirm the identity of a family member known to the witness.

If an eyewitness makes an identification at a show-up and the subject is arrested, additional attempts at identifying the subject shall be through a photographic or live lineup (CRS § 16-1-110).

603.8 DOCUMENTATION

A thorough description of the eyewitness process and the results of any eyewitness identification should be documented in the case report (CRS § 16-1-109).

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

603.8.1 REPORTING TO COLORADO DIVISION OF CRIMINAL JUSTICE

The following statistical data regarding field identifications shall be reported to the Colorado Division of Criminal Justice as required by CRS § 24-31-903 (see the Records Bureau Procedures Policy) (CRS § 16-1-109):

(a) Date, time, and location

(b) Gender, age, and race of the subject and any eyewitness

(c) Alleged crime

(d) Outcome of the show-up

603.9 PUBLIC ACCESS TO POLICY

This policy shall be made available to the public, without cost, upon request (CRS § 16-1-109).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Brady Material Disclosure

604.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

604.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the Regional Transportation District Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

604.2 POLICY

The Regional Transportation District Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Regional Transportation District Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

604.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the department case file.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

604.4 BRADY PROCESS

The Chief of Police shall select a member of the Department to coordinate requests for *Brady* information. This person shall be directly responsible to the Deputy Chief or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

(a) Working with the appropriate prosecutors' offices and Legal Services to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.

(b) Maintaining a current list of members who have *Brady* information in their files or backgrounds.

1. Updating this list whenever potential *Brady* information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

604.4.1 CREDIBILITY DISCLOSURE NOTIFICATION

The coordinator shall establish, in consultation with the appropriate prosecutors' offices, procedures necessary to comply with the requirements of CRS § 16-2.5-501 et seq., including prompt notification in writing of:

(a) Any sustained finding made on or after Jan. 1, 2022, where an officer:

1. Knowingly made an untruthful statement concerning a material fact.
2. Demonstrated a pattern of bias based on race, religion, ethnicity, gender, sexual orientation, age, disability, national origin, or any other protected class under federal and state law.
3. Tampered with or fabricated evidence.
4. Was convicted of any crime involving dishonesty.
5. Violated any Regional Transportation District Police Department policy involving dishonesty.

(b) Criminal charges filed against an officer for any felony or any crime involving dishonesty.

(c) Any criminal or administrative investigation involving an officer that, if sustained, would require disclosure under (a); and

1. The officer is a potential witness in a pending criminal case; and
2. The concurrent investigation relates to the officer's involvement in the pending criminal case.

The coordinator shall provide notice of the intent to make a credibility disclosure notification to the involved officer at least seven days prior to contacting the prosecutor's office (CRS § 16-2.5-502).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

604.5 DISCLOSURE OF PERSONNEL INFORMATION

If a member of this department is a material witness in a criminal case, a person or persons designated by the Chief of Police shall examine the personnel file and/or internal affairs file of the officer to determine whether they contain *Brady* information. If *Brady* information is located, the following procedure shall apply:

(a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member shall be notified of the potential presence of *Brady* material in the member's personnel file.

(b) The prosecuting attorney or department counsel should be requested to file a motion in order to initiate an in-camera review by the court.

1. If no motion is filed, the supervisor should work with counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection to address any issues or questions raised by the court.

(d) If the court determines that there is relevant *Brady* material contained in the files, only that material ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant *Brady* information is contained in the member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

The person or persons designated by the Chief of Police should periodically examine the personnel files and/or internal affairs files of all officers who may be material witnesses in criminal cases to determine whether they contain *Brady* information. The obligation to provide *Brady* information is ongoing. If any new *Brady* information is identified, the prosecuting attorney should be notified.

604.5.1 DISCLOSURE OF MISREPRESENTATIONS

The Chief of Police or the authorized designee shall notify the local district attorney within seven days of any sustained finding that an officer has made a knowing misrepresentation in any of the following (CRS § 24-33.5-114; CRS § 30-10-525; CRS § 31-30-107; CRS § 33-9-111):

(a) Testimony or an affidavit provided in the scope of the officer's employment.

(b) During the course of any internal investigation of the officer that relates to alleged criminal conduct, official misconduct or the excessive use of force.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

604.6 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Complaint and Disciplinary System Policy.

604.7 SUBPOENA PROCESSING

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have *Brady* information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

604.8 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Warrant Service

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

605.2 POLICY

It is the policy of the Regional Transportation District Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

605.3 OPERATIONS PLANNING

The Chief of Police or their designee shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The Chief of Police or their designee will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

605.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

605.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the operations director. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

605.5.1 SERVICE OF ARREST WARRANTS

Arrest warrants may be executed only by sworn law enforcement officers. Any arrest made on a warrant must be verified by documentation that some agency has that warrant in its possession and that to the best of that agency's knowledge the warrant is still in effect or that the warrant is active in the warrant management system. No member shall make an arrest on a warrant unless he/she confirms the present status of the warrant immediately before making the arrest.

605.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution (CRS § 16-3-303; CRS § 16-3-305).

1. No-knock warrant applications shall be consistent with the requirements of state law (CRS § 16-3-303).

(b) A clear explanation of the affiant's training, experience, and relevant education.

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the *Brady* Material Disclosure Policy).

605.7 HIGH-RISK WARRANT SERVICE

The Chief of Police or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

(b) The warrant service is audio- and video-recorded as required by CRS § 24-31-902 (CRS § 16-3-305).

(c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

(d) Reasonable efforts are made during the search to maintain or restore the condition of the location.

(e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).

(g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(h) A copy of the search warrant is left at the location.

(i) The condition of the property is documented with video recording or photographs after the search.

605.8 NO-KNOCK ENTRIES

No-knock entries are only authorized if a no-knock warrant has been obtained or if exigent circumstances arise at the scene such that knocking and announcing the officer's presence would create an imminent threat of physical violence to the officer or another person.

605.9 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

605.10 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

605.10.1 RECORDS

Information regarding each item of civil or criminal legal process shall be recorded, including but not limited to:

- The date and time the document was received.
- The type, nature, and source of the document.
- The name of the plaintiff, complainant, defendant, or respondent.
- The name of the officer assigned to the service and the date assigned.
- The court docket number, if applicable.
- The service due date.

Information regarding the service of documents shall include but is not limited to:

- The date and time the service was attempted or executed.
- The name of the officer attempting or executing the service.
- The name of the person who was the subject of the service.
- The method of service or the reason for non-service.
- The address of the service attempt or execution.

605.11 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the Regional Transportation District Police Department are utilized appropriately. Any concerns regarding the requested use of Regional Transportation District Police Department members should be brought to the attention of the Chief

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations director is unavailable, the Shift Sergeant should assume this role.

If officers intend to serve a warrant outside Regional Transportation District Police Department jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Regional Transportation District Police Department when assisting outside agencies or serving a warrant outside Regional Transportation District Police Department jurisdiction.

605.12 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

605.13 DOCUMENTATION

Documentation related to the service of a warrant shall be maintained in accordance with the established records retention schedule.

605.14 TRAINING

The Training Lieutenant should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Operations Planning and Deconfliction

606.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

606.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

606.2 POLICY

It is the policy of the Regional Transportation District Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

606.3 OPERATIONS PLANNING

The Chief of Police will designate a member of this department to be the operations director, when applicable.

The operations director will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations director will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The director will also have the responsibility for coordinating operations that are categorized as high risk.

606.4 RISK ASSESSMENT

606.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental health disorder, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

606.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisors and the operations director.

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

606.4.3 HIGH-RISK OPERATIONS

If the operations director, after consultation with the involved supervisor, determines that the operation is high risk, the operations director should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:

1. Local Agency Special Weapons and Tactics Team (SWAT)
2. Additional personnel
3. Outside agency assistance
4. Special equipment
5. Medical personnel
6. Persons trained in negotiation
7. Additional surveillance

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

8. Canines
9. Property and Evidence Bureau or analytical personnel to assist with cataloguing seizures
10. Forensic specialists
11. Specialized mapping for larger or complex locations

(b) Contact the appropriate department members or other agencies as warranted to begin preparation.

(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.

(d) Coordinate the actual operation.

606.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

606.6 OPERATIONS PLAN

The operations director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

(a) Operation goals, objectives, and strategies.

(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental health disorder issues, known drug use, threats against police, gang affiliation, criminal history)
2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces,

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams, and other visual aids

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties, and children

(c) Information from the risk assessment form by attaching a completed copy in the operational plan.

1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

(d) Participants and their roles.

1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement (CRS§ 16-3-305).

(e) Whether deconfliction submissions are current and all involved individuals, groups, and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals, and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.

(k) Communications plan.

(l) Responsibilities for writing, collecting, reviewing, and approving reports.

(m) Requirements for no-knock entries as provided in CRS § 16-3-305 and CRS § 16-3-312.

606.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

606.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

(b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.

(c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.

1. Exceptions may be made by the operations director for officers who are conducting surveillance or working undercover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

1. It is the responsibility of the operations director to ensure that Transit Police Communications is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.

2. If the radio channel needs to be monitored by Transit Police Communications, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.

3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

606.8 SWAT PARTICIPATION

If the operations director determines that SWAT participation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

606.9 SPECIAL EVENTS AND DIGNITARY PROTECTION

For special events, including dignitary visits, that require department involvement, the operations director should also consider whether to apply some or all of this policy to the event and address the following:

(a) The size of any crowds anticipated to gather and the likelihood that crowd control could pose a problem

(b) The possibility of crime in the area

(c) Protection of VIPs

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) Coordination with VIP teams

(e) Coordination of VIP management with other jurisdictions

(f) Whether the Department has the capacity to handle the event and, if not, ensure that assistance from the appropriate outside agencies is coordinated

(g) Personnel allocation

(h) Possible use of private security

(i) Traffic management plans

(j) Arrest protocol, including management of mass arrests

606.10 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

606.11 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

606.12 TRAINING

The Training Lieutenant should ensure officers and SWAT team members who participate in operations subject to this policy receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chapter 7 - Equipment

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for Department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or Department property while performing their assigned duties. Certain procedures are required depending on the loss and ownership of the item.

700.2 DOCUMENTATION OF ISSUED PROPERTY

All property issued shall be documented in the appropriate property sheet or equipment log and receipt acknowledged by signature. Upon an employee's separation from the Department, all issued equipment shall be returned and documentation of the return signed by a supervisor.

700.2.1 CARE OF DEPARTMENT PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of Department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of Department property may lead to discipline including, but not limited to, the cost of repair or replacement.

(a) Employees shall promptly report, through the chain of command, any loss, damage to or unserviceable condition of any department-issued property or equipment assigned for their use.

1. A supervisor receiving such a report shall conduct an appropriate investigation and direct a memo to the appropriate Deputy Chief that shall include the result of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss, damage or unserviceable condition.
2. A review by the staff to determine whether misconduct or negligence was involved should be completed.

(b) The use of damaged or unserviceable Department property should be discontinued as soon as practicable and, if appropriate and approved by the staff, replaced with comparable Department property as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or required by exigent circumstances, Department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement function shall report it as provided below.

(a) A verbal report shall be made to the employee's immediate supervisor as reasonably soon as circumstances permit.

(b) A written report shall be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

700.3.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to personal property or property belonging to the Regional Transportation District, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as reasonably soon as circumstances permit. The employee shall submit a written report before going off-duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Deputy Chief.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, wireless-capable tablets, and similar wireless two-way communications and/or portable internet-access devices. PCD use includes but is not limited to placing and receiving calls, text messaging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

701.2 POLICY

The Regional Transportation District Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or after duty hours for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received, or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department PCDs or networks (see the Information Technology Use Policy for additional guidance).

Members have no expectation of privacy regarding any communications while using a personally owned PCD for department-related business or when the use reasonably implicates work-related misconduct.

701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Chief of Police or the authorized designee. Such devices and the

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will be either secured in the workplace at the completion of the tour of duty or turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.

(c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.

(d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications) or as otherwise authorized by department procedures.

1. Use of a personally owned PCD for work-related business constitutes consent for the Department to access the PCD to inspect and copy the work-related data (e.g., for litigation purposes, public records retention and release obligations, internal investigations).
2. Use of and data within a personally owned PCD may be discoverable in cases when there is reason to believe it is associated with work-related misconduct.
3. Searches of a personally owned PCD by the Department should be limited to those matters reasonably associated with the work-related business or work-related misconduct.

(e) The device shall not be utilized to record or disclose any department business-related information, including photographs, video, or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Chief of Police or the authorized designee.

(f) If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.

(g) All work-related documents, emails, photographs, recordings, and other public records created or received on a member's personally owned PCD should be transferred to the Regional Transportation District Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from their supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate recordkeeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform unless it is in an approved carrier.

(b) All PCDs in the workplace should be set to silent or vibrate mode.

(c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.

(d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

(e) Members are prohibited from taking pictures, audio or video recordings, or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means requires the express authorization of the Chief of Police or the authorized designee.

(f) Members will not access social networking sites for any purpose that is not official department business. This restriction does not apply to a personally owned PCD used during authorized break times.

(g) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating non-emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (CRS § 42-4-239). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

701.9 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, maintained, refueled and present a clean appearance.

702.2 DEFECTIVE VEHICLES

When a Department vehicle becomes inoperative or in need of a repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who becomes aware of the defective condition. Paperwork, describing the correction needed, shall be promptly forwarded to vehicle maintenance for repair.

The employee's supervisor should be notified when an assigned vehicle becomes inoperative or needs of repair.

702.2.1 SUSPECTED DAMAGE OR POOR PERFORMANCE

Vehicles that may have suffered damage, perform poorly or whose control or safety features has been diminished shall be immediately removed from service for inspection and repair.

702.2.2 SEVERE USE INSPECTION

Vehicles operated under severe use conditions, which include operations for which the vehicle is not designed or that exceeds the manufacturer’s use parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Severe conditions may include rough roadway or off-road operation, hard or extended braking, pursuits or prolonged high-speed operation.

702.2.3 REMOVAL OF WEAPONS

All firearms, weapons and kinetic impact weapons shall be removed from a vehicle and properly secured in the armory prior to the vehicle being released for maintenance, service or repair.

702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all Department vehicles for emergency purposes and to perform routine duties.

702.3.1 MARKINGS AND OTHER REQUIREMENTS

Vehicles used in general patrol service must be conspicuously marked so they are readily identifiable as law enforcement vehicles. Markings should include:

(a) The department name.

(b) Mounted emergency lights such as those mounted on rooftop light bars.

(c) An emergency telephone number.

(d) Reflective materials placed on the sides and rear of the vehicle, such as reflective striping, lettering or decals.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Patrol vehicles must also be equipped with a siren and a two-way communications radio.

Vehicles used primarily for traffic enforcement, covert or other non-patrol purposes do not have to meet the above requirements.

702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Whenever practicable, vehicles should be fully fueled when placed into service and refueled before the level falls below one-quarter tank. Vehicles shall only be refueled at an authorized location.

702.5 WASHING OF VEHICLES

All units should be kept clean at all times and, weather conditions permitting, should be washed as necessary to enhance their appearance.

Only one marked unit should be at the car wash at a time unless otherwise approved by a supervisor.

Employees using a vehicle shall remove any trash or debris at the end of the shift. Confidential documents should be placed in a designated receptacle provided for the shredding of this material.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department-owned vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the Regional Transportation District to provide assigned take-home vehicles.

Additional guidelines for member responsibilities when transporting persons in custody may be found in the Transporting Persons in Custody Policy. Members should also refer and adhere to RTD's Non-Revenue Vehicle Policy, located on the HUB.

703.2 POLICY

The Regional Transportation District Police Department provides vehicles for department-related business use and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

The Shift Sergeant shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Sergeant. A notation should be made on the shift assignment roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash.

703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 MOBILE DATA TERMINAL

Members assigned to vehicles equipped with a Mobile Data Terminal (MDT) shall log onto the MDT with the required information when going on-duty. If the vehicle is not equipped with a working MDT, the member shall notify Transit Police Communications. Use of the MDT is governed by the Mobile Data Terminal Use Policy.

703.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. If the member finds that any system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require Deputy Chief approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.7 KEYS

Members approved to operate marked patrol vehicles should be provided access to obtain vehicle keys as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

703.3.8 AUTHORIZED PASSENGERS
Members operating department vehicles shall not permit persons other than District personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy.

703.3.9 ALCOHOL
Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated. Members shall also refer and adhere to RTD's Drug and Alcohol Policy.

703.3.10 PARKING
Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

703.3.11 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use, subject to RTD's Non-Revenue Vehicle Policy. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

703.4.1 ON-DUTY USE
Vehicle assignments shall be based on the nature of the member’s duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE
Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

(a) The circumstances are unplanned and were created by the needs of the Department.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Other reasonable transportation options are not available.

(c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Regional Transportation District District limits.

(d) Off-street parking will be available at the member's residence.

(e) Vehicles will be locked when not attended.

(f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence, the nature of the member's duties, job description and essential functions, and employment or appointment status. Members who reside outside the Regional Transportation District may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police.

Department members shall sign a take-home vehicle agreement that outlines certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on-duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a District vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Deputy Chief gives authorization.

(b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.

(c) Vehicles will not be used when off-duty except:

1. In circumstances when a member has been placed on call by the Chief of Police or Deputy Chiefs and there is a high probability that the member will be called back to duty.
2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
3. When the member has received permission from the Chief of Police or Deputy Chiefs.
4. When the vehicle is being used by the Chief of Police, Deputy Chiefs or members who are in on-call administrative positions.
5. When the vehicle is being used by on-call investigators.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.

(e) The two-way communications radio, MDT and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(f) Unattended vehicles are to be locked and secured at all times.

1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
2. All weapons shall be secured while the vehicle is unattended.
3. All department identification, portable radios and equipment should be secured.

(g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

(h) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods exceeding one week.

1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.

(i) The member is responsible for the care and maintenance of the vehicle.

703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Regional Transportation District Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Members shall make daily inspections of their assigned vehicles for service/ maintenance requirements and damage.

(b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

(c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.

(d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.

(e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair, and leave it on the seat or dash.

(f) All weapons shall be removed from any vehicle left for maintenance.

(g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic accident or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic accident report shall be filed with the agency having jurisdiction (see the Traffic Accident Response And Reporting Policy).

Damage to any department vehicle that was not caused by a traffic accident shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Shift Sergeant. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.6 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempted from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating department-owned vehicle on a toll road shall adhere to the following:

(a) Members operating a department-owned vehicle for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit for reimbursement from the District for any toll fees incurred in the course of official business.

(b) Members passing through a toll plaza or booth during a response to an emergency shall notify, in writing, the appropriate Deputy Chief within five working days explaining the circumstances.

703.7 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Personal Protective Equipment

704.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease.

704.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

704.2 POLICY

The Regional Transportation District Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

704.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

704.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection should meet or exceed industry standards for use at firing ranges (29 CFR 1910.95).

704.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Rangemaster should ensure eye protection meets or exceeds consensus standards set by the American National Standards Institute (29 CFR 1910.133).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chapter 8 - Support Services

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Crime Analysis

800.1 PURPOSE AND SCOPE

Crime analysis should provide current, useful information to aid operational personnel in meeting its tactical crime control and prevention objectives. Crime analysis is intended to help identify and analyze the methods of operation of individual criminals, providing crime pattern recognition and analysis of data from field interrogations and arrests. Crime analysis can be useful to the Department's long-range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Field Interview records
- Parole and probation records
- Computer Aided Dispatch data
- Department of Public Safety

800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.4 CRIME ANALYSIS DISSEMINATION

For a crime analysis system to function effectively, information should be disseminated to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should be sent directly to those units. Information relevant to the development of the Department's strategic plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Transit Police Communications

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of Transit Police Communications. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the Regional Transportation District Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between Transit Police Communications and department members in the field.

801.3 TRANSIT POLICE COMMUNICATIONS SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of Transit Police Communications, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Transit Police Communications.

Access to Transit Police Communications shall be limited to Transit Police employees and department members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 911 OPERATIONS MANAGER

The Chief of Police shall appoint and delegate certain responsibilities to a 911 Operations Manager. The 911 Operations Manager is directly responsible to a Deputy Chief or the authorized designee.

The responsibilities of the 911 Operations Manager include, but are not limited to:

(a) Overseeing the efficient and effective operation of Transit Police Communications in coordination with other supervisors.

(b) Scheduling and maintaining dispatcher time records.

(c) Supervising, training and evaluating dispatchers.

(d) Ensuring the radio and telephone recording system is operational.

    (a) Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Processing requests for copies of Transit Police Communications information for release.

(f) Maintaining Transit Police Communications database systems.

(g) Maintaining and updating Transit Police Communications procedures manual.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.
2. Ensuring dispatcher compliance with established policies and procedures.

(h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

(i) Maintaining a current list of emergency personnel who are to be called for municipal utility emergencies.

(j) 911 Operations Manager may delegate certain responsibilities to the Public Safety Communications Manager.

801.4.2 ADDITIONAL PROCEDURES

The Communications Manager should establish procedures to ensure:

(a) All telephone and radio communications are recorded and audio recordings are capable of immediate playback without disruption to continuous recording.

(b) Appropriate storage and retention of recordings. Recordings should be maintained for no less than 30 days and thereafter as required by the established records retention schedule.

(c) Adequate security of audio recordings, including:

1. Password protection.
2. Limited access and identification of positions or members authorized to access recordings.
3. Identifying who can authorize review of audio recordings and under what circumstances.
4. Preserving recordings known to have pending litigation or other exigent circumstances (e.g., officer-involved shootings or deaths, protracted operations).

(d) All dispatchers have immediate access to current information including, but not limited to:

(a) The identity and contact methods for the Shift Sergeant.

(b) A duty roster of all members working in the field, including special status information (e.g., court, training).

(c) Member status tracking methods (e.g., computer-aided dispatch system, manual status tracking).

(d) Contact information for every department member.

(e) Visual maps detailing the Regional Transportation District Police Department service area.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(f) A current contact list of District or contract personnel to be notified in the event emergency external services are needed (e.g., utilities, animal control, street maintenance).

(g) Dispatcher plans as appropriate (e.g., readily available instructions for handling low-frequency incidents such as plane crashes, major fires, and other critical incidents..

(h) A current list of social services agencies that provide services to youths within the Regional Transportation District Police Department service area.

(e) Assignment of field members, including supervisors, to incidents.

(f) Communication processes for coordinating with allied agency field personnel (e.g., share frequencies, patches).

(g) Safety checks of members in the field and responding to an emergency request for assistance from a field member or an activated emergency alarm (see the Mobile Data Terminal Use Policy).

(h)

(i) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).

801.4.3 DISPATCHERS

Dispatchers report to the Public Safety Communications Manager. The responsibilities of the dispatcher include, but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:

(a) Emergency phone lines.

(b) Business telephone lines.

(c)

(d) Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).

(e) Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through Transit Police Communications, department and other law enforcement database systems (e.g.,RMS, CCIC, DMV, NCIC).

(d) Monitoring department video surveillance systems.

(e) Maintaining the current status of members in the field, their locations and the nature of calls for service.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(f) Notifying the Shift Sergeant or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

801.5 CALL HANDLING

This department provides members of the public with access to emergency telephones for a single emergency telephone number.

When a call for law enforcement services is received, the dispatcher will reasonably and quickly attempt to determine if the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately help facilitate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response.

If no authorized interpreter is available or the dispatcher is unable to identify the caller's language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

All dispatchers should be courteous, patient and respectful in dealing with the public.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Shift Sergeant shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

801.5.3 MISDIRECTED, SILENT AND HANG-UP CALLS

The 911 Operations Manager should ensure that all dispatchers have guidelines for handling misdirected emergency calls, silent calls and hang-up calls, which should include the following, as applicable:

(a) Procedures for transferring a call, including providing notice to a caller of the transfer and requesting the caller to stay on the line

(b) Guidance for determining whether the dispatcher should stay on the line until a call has been successfully transferred

(c) Circumstances when the dispatcher should stay on the line with a silent call

(d) Criteria for determining when a call for service should be initiated

(e) Circumstances when a dispatcher should attempt to reestablish contact after a call has been disconnected

801.5.4 PRIVATE SECURITY ALARMS

The Regional Transportation District Police Department does not monitor security alarms.

801.6 DOCUMENTATION

It shall be the responsibility of Transit Police Communications to document all relevant information on calls for service or self-initiated activity. The dispatcher shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident Control or CAD number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member's arrival.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

- Time of member's return to service.
- Disposition or status of reported incident.

801.7 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

(a) Members acknowledging the dispatcher with their radio identification call signs and current location.

(b) Dispatchers acknowledging and responding promptly to all radio transmissions.

(c) Members keeping the dispatcher advised of their status and location.

(d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Communications Manager shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant’s supervisor and processed through the chain of command.

801.7.1 REQUIRED COMMUNICATION CAPABILITIES

The Department shall maintain 24-hour radio capabilities between the Transit Police Communications and on-duty members as well as multichannel mobile or portable radio equipment that is capable of two-way operation on a joint public safety frequency or frequencies.

801.7.2 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Regional Transportation District Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and guidelines.

801.7.3 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Dispatchers shall identify the department member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

801.8 CONFIDENTIALITY

Information that becomes available through Transit Police Communications may be confidential or sensitive in nature. All members of Transit Police Communications shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Transit Police Communications

Automated data, such as Division of Motor Vehicles records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Property and Evidence

802.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and those persons authorized to remove and/or destroy property (CRS § 13-14.5-108).

802.1.1 PROPERTY AND EVIDENCE BUREAU MANAGEMENT RESPONSIBILITIES

The Criminal Investigations Deputy Chief is responsible for the management of the Property and Evidence Bureau. The Criminal Investigations Deputy Chief should designate a specific property and evidence technician to assist with documenting, classifying, storing, tracking and disposing of property received by or managed by the Property and Evidence Bureau.

802.1.2 PROPERTY AND EVIDENCE BUREAU SECURITY

The Property and Evidence Bureau shall maintain secure storage and control of all property necessitating custody by the Department. The property and evidence technician reports to the Criminal Investigations Division supervisor and is responsible for the security of the Property and Evidence Bureau. Property and Evidence Bureau keys are maintained only by the property and evidence technician. Additional keys will be placed in a sealed and initialed envelope maintained by the Chief of Police and the Criminal Investigations Division Supervisor. The property and evidence technician and the Criminal Investigations Division supervisor shall not loan Property and Evidence Bureau keys to anyone and shall maintain keys in a secure manner.

Any individual entering the Property and Evidence Bureau other than the property and evidence technician must be accompanied by the property and evidence technician or the Criminal Investigations Division supervisor and must sign in and out on the logbook, giving the date and time of entry and exit, and the purpose, including a specific case or property number. The entry shall be initialed by the accompanying individual.

802.2 DEFINITIONS

Definitions related to this policy include:

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case.

Release to Owner- Includes property with known owner and property with unknown owners. These items have no evidentiary value. This also includes the following types of property:

Property obtained by the Department for safekeeping, such as a firearm, personal property of an arrestee not taken as evidence, property taken for safekeeping.

Destruction Approved- These items have no evidentiary value and can be destroyed.

Witnesses are to include all sworn officers who hold the rank of FTO or higher

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

802.3 PROPERTY HANDLING

Any employee who first comes into possession of any property shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room, along with the property form. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property that has no apparent evidentiary value, excluding contraband, such property may be released to the owner without the need for booking. The property documentation must be completed to document the release of property not booked. The owner shall sign the appropriate form acknowledging receipt of the item.

802.3.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty. Employees booking property shall observe the following guidelines:

(a) Complete the electronic entry for each item separately, listing all serial numbers, owner's name, finder's name and other identifying information or markings.

(b) The officer shall mark each item of evidence with initials and date.

(c) Items too small to mark, or that will be damaged, degraded or devalued by marking, should be individually packaged, labeled and the package marked with initials and date.

(d) Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.

(e) When using the original property form, it shall be submitted with the property in the temporary property locker or with the property if it is stored somewhere other than a property locker.

(f) When the property is too large to be placed in a temporary property locker, the item may be temporarily stored in any department supply room or other location that can be secured from unauthorized entry. The location shall be secured to prevent entry and a completed property form placed into a numbered property locker indicating the location of the property.

802.3.2 ADDITIONAL DOCUMENTATION

Members must document the circumstances detailing how the property came into their possession. Documentation should be in accordance with the Report Preparation Policy and should include photographs of the property, if appropriate.

802.3.3 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be booked separately using a separate property record. Drug and narcotics paraphernalia shall also be booked separately.

The officer seizing the narcotics and dangerous drugs shall place them in the designated temporary property locker.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

802.3.4 EXPLOSIVES

Officers who encounter a suspected explosive device shall promptly notify an immediate supervisor or the Shift Sergeant. The bomb squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Explosives will not be retained in the police facility. Only fireworks that are considered stable and safe and road flares or similar signaling devices may be booked into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials. The property and evidence technician is responsible for transporting to an appropriate agency that is equipped to safely dispose of such materials, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

802.3.5 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

(a) Any evidence collected which may contain DNA, should be properly labeled as such.

(b) Property stained with bodily fluids such as blood or semen stains shall be air-dried prior to booking.

(c) License plates found not to be stolen or connected with a known crime should be released directly to the property and evidence technician or placed in the designated container for return to the Colorado Department of Revenue, Division of Motor Vehicles. No formal property booking process is required.

(d) All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame. The property may be released directly to the property and evidence technician or placed in the bicycle storage area until a property and evidence technician can log the property.

(e) All items of significant value (e.g., cash, jewelry) shall be counted or inventoried in the presence of another officer, photographed and the envelope initialed by both officers. A supervisor shall be contacted for cash in excess of $1,000. The supervisor shall also witness the count and will initial and date the property documentation and specify any additional security procedures to be used.

(f) All evidence collected by personnel processing a crime scene requiring specific storage requirements pursuant to laboratory procedures should clearly indicate storage requirements on the property form.

(g) Items that are potential biohazards shall be appropriately packaged and marked to reduce the risk of exposure or contamination.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

District property, unless connected to a known criminal case, should be released directly to the appropriate District department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

802.3.6 EXCEPTIONAL HANDLING OF TRIAL EVIDENCE

The property and evidence technician shall allow defense attorneys and their authorized associates to view and inspect evidence held in connection with certain criminal cases as soon as practicable after a request, but no later than 35 days before trial (CRS § 16-9-801).

The property and evidence technician shall be present at any evidence viewing or handling by representatives of the prosecution or defense to document the chain of custody and maintain the integrity of the evidence. If the documentation includes recording the session, the property and evidence technician or the authorized designee shall notify the prosecuting authority of the recording's existence (CRS § 16-9-801). No member may activate a body-worn camera or Mobile Audio/Video (MAV) system to capture, view, or record the session (CRS § 24-31-902).

802.4 PACKAGING OF PROPERTY

Packaging will conform to certain procedures. Certain items require special consideration and shall be booked separately as follows:

(a) Controlled substances

(b) Firearms (ensure they are unloaded, rendered safe, and booked separately from ammunition)

(c) Property with more than one known owner

(d) Drug paraphernalia

(e) Fireworks

(f) Contraband

(g) Biohazards

802.4.1 PACKAGING CONTAINER

Employees shall package all property, except controlled substances, in a suitable container that is appropriate for its size. Knife boxes should be used to package knives or any other sharp items. Handgun boxes should be used for handguns. Syringe tubes should be used to package syringes and needles.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

802.4.2 PACKAGING CONTROLLED SUBSTANCES

The officer seizing narcotics and dangerous drugs shall retain such property in his/her possession until it is properly weighed, packaged, tagged and placed in the designated drug locker. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

controlled substances. When conducted, the result of this test shall be included in the officer's report.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size, available in the Evidence Room. The booking and witnessing officer shall initial and date the sealed envelope. Controlled substances shall not be packaged with other property.

The booking officer shall weigh the suspected narcotics or dangerous drugs in the container in which it was seized. The drug will be sealed within a glassine bag or container and that will be placed in a clear heat seal bag. This bag will be weighed and the Gross Package Weight (GPW) will be printed on a weight slip. This weight slip will be signed by a witness and booking officer. The bag will then be sealed and signed by the booking and witnessing officers. A full description of the item, along with the packaging and total weight of the item seized will be recorded electronically.

The GPW will be verified every time the package is checked in or out of the Property and Evidence Bureau. Any discrepancies shall be noted electronically. Any significant change in weight should be immediately reported to the Criminal Investigations supervisor.

A completed property tag shall be attached to the outside of the container. The chain of custody shall be recorded on the back of this tag.

802.4.3 RIGHT OF REFUSAL

The property and evidence technician has the right to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the property and evidence technician refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting officer's supervisor.

802.5 RECORDING OF PROPERTY

As the officer books the items in the Property Management System an electronic record will be created. This record serves as the permanent record of the property and will be maintained by the Property and Evidence Bureau. Each piece of property shall have a unique property number created and will include the following information; date received, case number, tag number, item description, item location, and date disposed. Any changes in the location of property held by the Regional Transportation District Police Department shall be noted in the electronic entry.

802.6 PROPERTY CONTROL

Each time the property and evidence technician receives property or releases property to another person, he/she shall enter this information on the property control card. Officers desiring property for court shall contact the property and evidence technician at least one day prior to the court day.

802.6.1 RESPONSIBILITIES OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry on the evidence package shall be completed to maintain the chain of custody. No evidence is to be released without first receiving written authorization from a sworn officer.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Request for analysis of items other than controlled substances shall be completed on the appropriate forms and submitted to the property and evidence technician. This request may be filled out anytime after booking of the property or evidence.

802.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, indicating the date and time on the property control card and the request for laboratory analysis.

The property and evidence technician releasing the evidence must complete the required information on the property control card and the evidence. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the officer will record the delivery time on both copies and indicate the locker in which the item was placed or the employee to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Bureau for filing with the case.

802.6.3 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of custody. Temporary release of property to officers for investigative purposes, or for court, shall be noted on the property control card, stating the date, time and to whom it was released.

The property and evidence technician shall obtain the signature of the person to whom property was released and the reason for release. Any employee receiving property shall be responsible for such property until it is returned to the Property and Evidence Bureau or released to another authorized person or entity.

The return of the property should be recorded on the property control card, indicating date, time and the person who returned it.

802.6.4 AUTHORITY TO RELEASE PROPERTY

The property and evidence technician shall not release any property without a signed authorization from an appropriate authorized member of the Department. The Detective Bureau shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department.

For property in custody of the Department for investigatory or prosecutorial purposes and owned by a victim or witness, a property and evidence technician shall, upon the request of the owner:

(a) Provide a list describing the property, unless such release would seriously impede an investigation.

(b) Return the property expeditiously, unless the property is contraband or required as evidence.

Upon the direction of a prosecuting attorney, property held as evidence of a crime may be photographed and released to the owner.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

802.6.5 RELEASE OF PROPERTY

A reasonable attempt shall be made to identify the rightful owner of found or stolen property or evidence not needed for an investigation.

Property belonging to a crime victim shall be promptly released to the victim unless needed for evidence (CRS § 24-4.1-302.5(1)(k)). Following a request from the victim, property no longer needed for evidence shall be returned to the victim within five working days unless the property is contraband or subject to forfeiture proceedings (CRS § 24-4.1-303(7)).

Release of property shall be made upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed by the authorizing supervisor or investigator and must conform to the items listed on the property form or must specify the specific item to be released. Release of all property shall be properly documented.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 90 days. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed. Property with an estimated value of $500 or more will be advertised in the local print media before it is destroyed or auctioned. The final disposition of all such property shall be fully documented in related reports.

A property and evidence technician shall release the property to the owner or finder, upon valid identification and proper documentation presented by the owner or finder, for which an authorized release has been received. The owner or finder shall also pay any costs incurred by the agency, including costs for advertising or storage. A signature of the person receiving the property shall be recorded on the original property documentation. After release of all property entered on the property control card, the card shall be forwarded to the Records Bureau for filing with the case. If some items of property have not been released, the property card will remain with the Property and Evidence Bureau.

Upon release or other form of disposal, the proper entry shall be recorded in all property documentation and logs.

802.6.6 STOLEN OR EMBEZZLED PROPERTY

Stolen or embezzled property or property believed to be stolen or embezzled that is in the custody of this department shall be restored to the legal owner. Such property may be released from law enforcement custody when the following is satisfied (CRS § 13-25-130(3)):

(a) Photographs of the property are filed and retained by the Property and Evidence Bureau.

(b) Satisfactory proof of ownership is shown by the owner.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) A declaration of legal ownership is signed under penalty of perjury.

(d) If a defendant has been filed upon, he/she has been notified that such photographs, video tapes or films have been taken, recorded or produced.

(e) A receipt for the property is obtained from the owner upon delivery.

802.6.7 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a court order or other proof of the undisputed right to the involved property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for the Department may be asked to file an interpleader in court to resolve the disputed claim.

802.7 RELEASE AND DISPOSAL OF FIREARMS

A firearm may not be released until it has been verified that the person receiving the weapon is not prohibited from receiving or possessing the weapon (18 USC § 922 (d); CRS § 13-14-105.5; CRS § 18-1-1001; CRS § 18-6-801; CRS § 24-33.5-424).

802.7.1 RELEASE OF FIREARMS IN RISK PROTECTION ORDER MATTERS

Upon notice from the Records Manager that an extreme risk protection order has been terminated or not renewed, notice should be provided to the respondent of the process for the return of firearms (CRS § 13-14.5-109).

Upon request by the person named in a risk protection order, firearms or permit surrendered pursuant to the order shall be returned to the person within three days after confirming eligibility to own or possess the firearm under federal and state law through a criminal history record check (CRS § 13-14.5-109). Additionally, prior to the release of firearms or a permit the Department should:

(a) Confirm that the risk protection order is no longer in effect.

(b) Provide notice to any family or household member of the person that the firearms or ammunition are going to be returned.

If a person other than the person named in the risk protection order claims ownership of any seized firearms, the Department shall follow the procedures outlined in CRS § 13-14.5-108.

If a person who has surrendered firearms pursuant to a risk protection order elects to transfer ownership of the firearms to another person, the Department shall follow the procedures outlined in CRS § 13-14.5-108 prior to releasing any firearm.

If a firearm remains unclaimed for at least one year from the date that an extreme risk protection order expired, the firearm should be disposed of according to department procedures (CRS § 13-14.5-109).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

802.8 DISPOSITION OF PROPERTY

All property not held for evidence in a pending criminal investigation or proceeding, and the owner has failed to claim in the allotted time, may be sold at a public auction in compliance with existing laws. The property and evidence technician shall request a disposition or status on all property which has been held in excess of 120 days and for which no disposition has been received from a supervisor or detective.

Upon any release or sale of any property, the item will be updated electronically. Proceeds from the sale of unclaimed property shall be deposited into RTD General Fund, minus reimbursement for department expenses.

Abandoned motor vehicles impounded by the Department may be sold at a public or private sale following notice pursuant to CRS § 42-4-1805.

802.8.1 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law or by a court of competent jurisdiction:

- Weapons declared by law to be nuisances
- Animals, birds and equipment related to their care and containment that have been ordered forfeited by the court
- Counterfeiting equipment
- Gaming devices
- Obscene matter ordered to be destroyed by the court
- Altered vehicles or component parts
- Narcotics
- Unclaimed, stolen or embezzled property
- Destructive devices

802.8.2 UNCLAIMED MONEY

If found money is no longer required as evidence and remains unclaimed after one year, the money is presumed abandoned property (CRS § 38-13-201).

802.9 RETENTION OF BIOLOGICAL EVIDENCE

The Property and Evidence Bureau supervisor shall ensure that no biological evidence held by the Department is destroyed without adequate notification to the following persons, when applicable:

(a) The defendant

(b) The defendant's attorney

(c) The appropriate prosecutor

(d) Any sexual assault victim

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(e) The Criminal Investigations Division supervisor

Biological evidence shall be retained for a minimum period established by law or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file and a copy forwarded to the Criminal Investigations Deputy Chief.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

Biological evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of the applicable statute of limitations, the Criminal Investigations Deputy Chief should be consulted and the sexual assault victim should be notified at least 60 days prior to the disposition of the evidence. The evidence shall be retained for an additional ten years upon objection by the victim to destruction (CRS § 24-4.1-303; CRS § 18-3-407.5).

802.9.1 SUFFICIENT SAMPLE PRESERVATION

DNA evidence that is subject to preservation pursuant to CRS § 18-1-1103 shall be preserved in an amount and manner sufficient to develop a DNA profile, based on the best scientific practices at the time of collection, from the biological material contained in or included on the evidence (CRS § 18-1-1104(2)).

If DNA evidence is of such a size, bulk or physical character as to render retention impracticable, the property and evidence technician shall remove and preserve portions of the evidence likely to contain DNA related to the offense in a quantity sufficient, based on the best scientific practices at the time of collection, to permit future DNA testing.

The preserved DNA evidence shall, whenever possible, include a sample sufficient to allow for independent testing by the defendant. After preserving the necessary amount of the DNA evidence, the remainder of the evidence may be properly destroyed as allowed by law.

802.9.2 RECORDS RETENTION AND PRESERVATION

The Department shall maintain a DNA record for the statutory period of a DNA specimen collection from an eligible individual from the date of collection.

(a) DNA evidence collected in reference to a criminal investigation of a felony that does not result in or has not resulted in charges being filed shall be preserved for the length of the statute of limitations for the felony crime that was investigated (CRS § 18-1-1103(1)).

(b) Except as provided by law (CRS § 18-1-1105; CRS § 18-1-1106; CRS § 18-1-1107), the Department shall preserve the DNA evidence for the life of a defendant who is

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

convicted, if the sample was collected in a criminal investigation that resulted in a conviction listed in CRS § 18-1-1102(1) and CRS § 18-1-1103(2).

(c) A court may order the Department to preserve existing biological evidence for DNA testing at the request of a defendant (CRS § 18-1-414(2)).

802.9.3 EXPUNGEMENT OF DNA EVIDENCE
A person may qualify for expungement and destruction of DNA evidence. This department will destroy DNA evidence after written notice is received from the Colorado Bureau of Investigation (CRS § 16-23-105).

802.9.4 DISPOSITION OF DNA EVIDENCE
In cases described in state law (CRS § 18-1-1102(1)(c); CRS § 18-1-1102(1)(d)), the Department may seek to dispose of DNA evidence by providing notice to the District Attorney who prosecuted the charges (CRS § 18-1-1105(2)).

If the District Attorney determines that the DNA evidence should not be disposed of, the District Attorney will provide notice. Upon receipt of the notice, the Department shall preserve the DNA evidence until such time that a court order is obtained to dispose of the DNA evidence (CRS § 18-1-1105(4)).

If the Department does not receive notice from the District Attorney within a reasonable amount of time, the Department may file a motion with the court that entered the conviction in the case, asking for a court order to dispose of the DNA evidence.

The Department may not request permission to dispose of DNA evidence in cases described in state law (CRS § 18-1-1102(1)(a); CRS § 18-1-1102(1)(b); CRS § 18-1-1105(1)).

802.9.5 DISPOSITION OF VICTIM DNA EVIDENCE
If DNA evidence is being held that is the property of the victim, the victim may request the District Attorney to review whether the DNA evidence may be returned. If the District Attorney determines the DNA evidence may be returned, the District Attorney may file a petition with the court for the return of the DNA evidence. Upon proper receipt, the Department will release DNA evidence belonging to the victim (CRS § 18-1-1107).

802.10 REPORT OF ABANDONED PROPERTY (MONEY)
The Detective Bureau supervisor shall complete and file a report of presumed abandoned property to the State Treasurer each year (CRS § 38-13-401). The report shall cover the period from July 1 to June 30 and shall be submitted no later than the immediately following November 1 date (CRS § 38-13-403).

802.11 INSPECTIONS OF THE PROPERTY AND EVIDENCE BUREAU
On a monthly basis, the Detective Bureau supervisor shall inspect the property and evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Unannounced inspections of property and evidence storage areas shall be conducted annually, as directed by the Chief of Police.

(b) An annual audit of property and evidence held by the Department shall be conducted by a Deputy Chief who is not routinely or directly connected with property and evidence control, as assigned by the Chief of Police.

(c) Whenever a change is made in personnel who have access to the Property and Evidence Bureau, an inventory of all evidence/property shall be made by an individual not associated with the Property and Evidence Bureau or function to ensure that records are correct and all evidence and property is accounted for.

The date and results of all inspections and audits shall be documented and forwarded to the Chief of Police.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Records Bureau

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Regional Transportation District Police Department Records Bureau. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Regional Transportation District Police Department to maintain department records securely, professionally, and efficiently.

803.3 RESPONSIBILITIES

803.3.1 RECORDS MANAGER

The Chief of Police shall appoint and delegate certain responsibilities to a Records Manager. The Records Manager shall be directly responsible to the Professional Services Deputy Chief or the authorized designee.

The responsibilities of the Records Manager include but are not limited to:

(a) Overseeing the efficient and effective operation of the Records Bureau.

(b) Scheduling and maintaining Records Bureau time records.

(c) Supervising, training, and evaluating Records Bureau staff.

(d) Maintaining and updating a Records Bureau procedure manual.

(e) Ensuring compliance with established policies and procedures.

(f) Supervising the access, use, and release of protected information (see the Protected Information Policy).

(g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:

1. Homicides.
2. Cases involving department members or public officials.
3. Any case where restricted access is prudent.

803.3.2 RECORDS BUREAU

The responsibilities of the Records Bureau include but are not limited to:

(a) Maintaining a records management system for case reports.

1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.

(b) Entering case report information into the records management system.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1. Modification of case reports shall only be made when authorized by a supervisor.

(c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.

(e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.

(f) Identifying missing case reports and notifying the responsible member's supervisor.

(g) Establishing a process for collecting and submitting data to appropriate federal data collection authorities (e.g., FBI National Use-of-Force Data Collection), as applicable, for the following types of occurrences:

1. Officer suicides
2. Officer misconduct
3. Uses of force
4. Officer deaths or assaults
5. Crime incidents
6. Deaths in custody

(h) Reporting statistical data to the Division of Criminal Justice for:

1. Qualifying incidents, including those involving the use of force by an officer that results in death or serious bodily injury or involves the use of a weapon (CRS § 24-31-903).
2. Criminal offenses, including information regarding arrests and disposition of charges (CRS § 24-33.5-412; CRS § 24-33.5-518).
3. All instances of an officer's resignation while under investigation (CRS § 24-31-903).

(i) Establishing a process for the entry of extreme risk protection orders into appropriate databases, notice to courts, and removal of orders from databases, as applicable (CRS § 13-14.5-110).

(j) Establishing a process for the filing of the following with the court after service of a risk protection order, as applicable (CRS § 13-14.5-108):

1. The original receipt of surrendered items within 72 hours of service of the order. A copy of the receipt shall also be properly maintained by this department.
2. In cases where no firearms were taken into custody, a statement notifying the court of the same.
3. A copy of the receipt shall also be properly maintained by the Department.

(k) Providing notice to the Property and Evidence Bureau upon the termination or nonrenewal of an extreme risk protection order (CRS § 13-14.5-107).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(l) Establishing a process for entering reports of lost or stolen firearms into the Colorado Bureau of Investigations Crime Information Center Database within 5 days of receiving the report (CRS § 18-12-113).

(m) Establishing a process for collecting information on persons taken into protective custody by way of an emergency commitment relating to substance abuse and provide an annual report to the Behavioral Health Administration as provided in CRS § 27-81-111.

803.4 CONFIDENTIALITY

Records Bureau staff has access to information that may be confidential or sensitive in nature. Records Bureau staff shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies.

803.4 FILE ACCESS AND SECURITY

The security of files in the Records Bureau must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a police department case, including field interview (FI) cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Records Bureau, accessible only by authorized members of the Records Bureau. Access to case reports or files when Records Bureau staff is not available may be obtained through the Shift Sergeant.

The Records Bureau will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

803.4.1 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Records Bureau. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Records Manager. All original case reports removed from the Records Bureau shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Bureau.

All original case reports to be removed from the Records Bureau shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Records Bureau. The photocopied report shall be shredded upon return of the original report to the file.

803.4 RECORDS MANAGER TRAINING

The Records Manager shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under state and federal law.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance, access and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Regional Transportation District Police Department is committed to providing public access to records in a manner that is consistent with the Colorado Criminal Justice Records Act (CCJRA) (CRS § 24-72-301 et seq.).

804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to (CRS § 24-72-301 et seq.):

(a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department records.

(b) Maintaining and updating the department records retention schedule including:

1. Identifying the minimum length of time the Department must keep records.
2. Identifying the department division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law (CRS § 24-72-306).

804.4 PROCESSING REQUESTS FOR RECORDS

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

804.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following:

(a) The Department is not required to create records that do not exist.

(b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(c) The payment of any authorized fees required for the copying or mailing of the records requested as authorized by CRS § 24-72-306.

(d) Records related to arrests (i.e., official action) shall, and all other records may, be made available for inspection at reasonable times except as otherwise provided by law (CRS § 24-72-303; CRS § 24-72-304).

1. The Custodian of Records shall deny access to a requester seeking access to records unless the requester signs a statement which affirms that the records shall not be used for the direct solicitation of business for pecuniary gain (CRS § 24-72-305.5).

(e) If the records requested are related to an arrest and are in active use, in storage, or otherwise not readily available, the Custodian of Records shall notify the requester of the status. This notice shall be in writing if requested by the requester. If requested, the Custodian of Records shall set a date and hour, within three working days, at which the records will be available to the requester (CRS § 24-72-303):

1. If the Department does not have the records related to an arrest, the Custodian of Records shall include in the notice, in detail to the best of his/her knowledge and belief, the agency which has custody or control of the requested record.

(f) For all other records requested (i.e., not related to an arrest) that are not in the custody or control of the Department, the Custodian of Records shall notify the requester of the status. The notice shall be in writing if requested by the requester. The notice shall include the reason for the absence of the records from the Department's custody or control, their location, and what person has custody or control of the records (CRS § 24-72-304).

1. If the Custodian of Records has knowledge that the records requested are in the custody and control of the central repository for criminal justice records, the request shall be forwarded to the central repository.

(g) If the Custodian of Records denies access to a record and the applicant has requested a written statement of the grounds for the denial, the Custodian of Records shall prepare the written statement and provide it to the applicant within 72 hours, citing to the law or regulation under which access is denied or the general nature of the interest to be protected by the denial (CRS § 24-72-305).

(h) Records related to completed internal investigations (including any appeals) into the alleged misconduct of an in-uniform or on-duty officer, when involving a member of the public, shall be made available for inspection as required by CRS § 24-72-303.

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include but are not limited to:

(a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

record, or any department record, including traffic accident reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).

(b) Victim information that may be protected by statutes (CRS § 24-4.1-303; CRS § 24-72-304).

(c) Juvenile-related information that may be protected by statutes (CRS § 19-1-304).

(d) Certain types of reports involving, but not limited to, child abuse or neglect (CRS § 19-1-307) and at-risk adult abuse (CRS § 26-3.1-102).

(e) The name and any other identifying information of a child victim or child witness except as permitted by CRS § 24-72-304.

1. When notified by a court that the name of a child victim or child witness has been disclosed during a court proceeding, or when requested by a child victim, child witness, or the child's legal guardian, the record and file containing the record should be marked with the notation "CHILD VICTIM" or "CHILD WITNESS" (CRS § 24-72-304).

(f) Records that contain the notation "SEXUAL ASSAULT" shall have identifying information deleted as required by CRS § 24-72-304.

(g) Records that contain information concerning an application for victim's compensation (CRS § 24-4.1-107.5).

(h) Information received, made, or kept by the Safe2Tell® program (CRS § 24-31-607).

(i) Records of the investigations conducted by the Department, records of the intelligence information or security procedures of the Department, or any investigatory files compiled for any other law enforcement purpose (CRS § 24-72-305).

(j) The result of chemical biological substance testing (CRS § 24-72-305).

(k) The address of an individual who has requested and been approved for address confidentiality (CRS § 24-30-2108).

(l) Personnel records, medical records, and similar records which would involve personal privacy.

(m) Information regarding the immigration status of any victim who is requesting certification for a U visa or T visa, or any documents submitted for U visa or T visa certification and any written responses to a certification request except where allowed by law (CRS § 24-4.1-404).

(n) Any other record subject to inspection where such inspection would be or is (CRS § 24-72-305):

1. Contrary to any state statute.

2. Prohibited by rules promulgated by the state supreme court or by order of any court.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

804.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, General Counsel or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

804.7 RELEASED RECORDS TO BE MARKED

Each record released pursuant to this policy shall be logged to indicate the department name and to whom the record was released.

Each audio/video recording released shall be logged to include the department name and to whom the record was released.

804.8 SECURITY BREACHES

Members who become aware that any Regional Transportation District Police Department system containing personal information may have been breached should notify the Custodian of Records as soon as practicable.

The Custodian of Records shall ensure the required notice is given to any resident of this state whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person. If the security breach is reasonably believed to affect 500 or more Colorado residents, the Custodian of Records shall also notify the Colorado attorney general. Notice may not be required if the Custodian of Records, after a reasonable investigation, makes a determination that misuse of the individual's information has not occurred and is not reasonably likely to occur. Additional notices to consumer reporting agencies may be required if the security breach requires notification to more than 1,000 Colorado residents (CRS § 24-73-103).

Notice shall be given in the most expedient time possible and without unreasonable delay, and not later than 30 days from the discovery of the breach, consistent with the needs of the department and any measures necessary to determine the scope of the breach, prevent further disclosures, and restore the reasonable integrity of the data system. Notice may be delayed if notification will impede a criminal investigation. In such cases, notice shall be made not later than 30 days after a determination is made that notification will no longer impede the investigation (CRS § 24-73-103).

For the purposes of the notice requirement, personal information includes an individual's first name or first initial and last name in combination with any one or more of the following when not encrypted, redacted, or secured by any other method that renders the information unreadable or unusable (CRS § 24-73-103):

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Social Security number

(b) Driver's license number or identification card number

(c) Student, military, passport, or health insurance identification number

(d) Medical information

(e) Biometric data

(f) Username or email address, in combination with a password or security questions and answers, that would permit access to an online account

(g) Full account number or credit or debit card number, in combination with any required security code, access code, or password that would permit access to the individual's account

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Custodian of Records should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).

804.9 EXPUNGEMENT OR SEALED RECORDS

Expungement orders or orders to seal criminal records received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall expunge or seal such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction. Once the record is expunged or sealed, members shall respond to any inquiry as though the record did not exist (CRS § 24-72-702; CRS § 24-72-703).

804.9.1 EXPUNGEMENT OF ARREST RECORDS RESULTING FROM MISTAKEN IDENTITY

If the Detective Bureau supervisor determines that a person was arrested based on mistaken identity and no charges were filed following the arrest, the Custodian of Records shall file a petition for an order to expunge any arrest or criminal records resulting from the mistaken identity. The petition must be filed no later than 90 days after the investigation determines the mistaken identity, in the judicial district where the arrest occurred (CRS § 24-72-702).

804.9.2 EXPUNGEMENT OF CERTAIN JUVENILE RECORDS WITHOUT COURT ORDER

The Custodian of Records shall acknowledge receipt of a notice issued by the district attorney or other diversion provider that a juvenile has successfully completed a prefiling diversion. Upon receipt of the notice, the Custodian of Records shall treat the records as expunged within 35 days and without need of a court order (CRS § 19-1-306).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

804.10 RELEASE OF AUDIO OR VIDEO RECORDINGS RELATED TO ALLEGED MISCONDUCT

Unedited video and audio recordings related to an incident where a peace officer, civilian, or nonprofit organization has made a complaint of officer misconduct shall be released upon a proper public record request within 21 days of the request (CRS § 24-31-902).

The Custodian of Records should work as appropriate with the Chief of Police or the Internal Affairs Bureau supervisor in determining what recordings may qualify for disclosure when a request for a recording is received.

804.10.1 DELAY OF RELEASE

Disclosure of recordings related to alleged misconduct during active criminal or administrative investigations may be delayed up to 45 days from the date the Department knew or reasonably should have known about the incident if disclosure would substantially interfere with or jeopardize the investigation. The Chief of Police or the authorized designee should work as appropriate with the prosecuting attorney so that the prosecuting attorney may produce the required notice (CRS § 24-31-902).

804.10.2 RELEASE OF AUDIO OR VIDEO RECORDINGS DEPICTING A DEATH

Upon request, the Custodian of Records shall release unedited video and audio recordings depicting a death to the victim's spouse, parent, legal guardian, child, sibling, grandparent, grandchild, significant other, or other lawful representative, and inform the requesting party of the requesting party's right to receive and review the recording at least 72 hours prior to public release (CRS § 24-31-902).

804.10.3 RESTRICTIONS RELATED TO PRIVACY

If the Custodian of Records, in consultation with the Chief of Police or the authorized designee, determines that specific portions of a recording may raise substantial privacy concerns for a person depicted in the recording, the Department should use technology to blur portions of a recording made available for release. In such cases, unblurred footage shall not be released without the written authorization of the victim or the victim's next of kin (CRS § 24-31-902).

If blurring is insufficient to protect the substantial privacy interest of a person, the Custodian of Records should, within 20 days of receipt of the complaint of alleged misconduct (CRS § 24-31-902):

(a) Provide a copy of the recording upon request to the victim or the victim's next of kin.

(b) Inform the person whose privacy interest is implicated of the right to waive the interest in writing and allow release of the unedited recording.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Regional Transportation District Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Regional Transportation District Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public

805.2 POLICY

Members of the Regional Transportation District Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Division of Motor Vehicles (DMV) records, and the Colorado Crime Information Center (CCIC).

(b) Developing, disseminating, and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy. See the Regional Transportation District Police Department CJIS Access, Maintenance, and Security Policy for additional guidance.

(c) Developing, disseminating, and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release, and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Regional Transportation District Police Department policy, or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution. See the CJIS Access, Maintenance, and Security Policy for additional guidance.

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Manager for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Bureau to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include but are not limited to (see the CJIS Access, Maintenance, and Security Policy for additional guidance):

(a) Developing and maintaining security practices, procedures, and training.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis, and containment of security incidents, including computer attacks.

(d) Tracking, documenting, and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

805.7 CHALLENGE TO CRIMINAL OFFENDER RECORD

Any person has the right to challenge the accuracy and completeness of criminal justice records pertaining to him/her and to request that said records be corrected (CRS § 24-72-307). Any such requests shall be forwarded to the Records Manager.

Upon receipt of a request to correct the record, the Records Manager will evaluate the request as follows:

(a) The Records Manager will review the request for correction and make a determination of whether to grant or refuse the request, in whole or in part.

(b) In the event that the Records Manager requires additional time to evaluate the merit of the request for correction, the Records Manager shall notify the applicant in writing.

1. The Records Manager shall then have 30 days from the date of receipt of the request for correction to evaluate the request and to make a determination of whether to grant or refuse the request, in whole or in part.

2. The Records Manager will communicate that decision to the applicant in writing.

(c) If the Records Manager refuses to make the requested correction and the person requests a written statement of the grounds for the refusal, the Records Manager shall promptly provide such a written statement.

(d) If the Records Manager decides to make the correction, the Records Manager will ensure the change is made in the records of the Regional Transportation District Police Department and communicate the correction to the Colorado Bureau of Investigation.

805.8 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

authorized access and use of protected information, as well as its proper handling and dissemination.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Animal Control

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

806.2 POLICY

It is the policy of the Regional Transportation District Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

806.3 LOCAL ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Local animal control and include:

(a) Animal-related matters during periods when Local animal control is available.

(b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Local animal control is available for investigation and resolution.

(c) Follow-up on animal-related calls, such as locating owners of injured animals.

(d) Tasks identified in the Colorado Animal Protection Act (CRS § 35-42-101 et seq.).

806.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture and pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

(c) An animal is creating a traffic hazard.

(d) An animal is seriously injured.

(e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.

1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

806.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to CRS § 18-9-202 et seq.

(a) An investigation should be conducted on all reports of animal cruelty.

(b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.

806.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

If a biting dog has been killed (see Destruction of Animals section) in order to prevent further injury or death, the local board of health shall be notified of the facts related to the bite and the killing, and the body of the dog shall be held for release to the board of health (6 CCR 1009-1:1).

806.7 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/ holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

806.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Shift Sergeant will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

806.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), because such calls may involve significant quality-of-life issues.

806.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Deceased animals on public property should be removed, sealed in a plastic bag and properly disposed of by the responding member.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

806.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts shall be made to contact the owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

806.12 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

CJIS Access, Maintenance, and Security

807.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use, maintenance, and security of department systems that access Criminal Justice Information.

807.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal Justice Information (CJI) - Data provided by FBI Criminal Justice Information Services (CJIS) that is necessary for law enforcement agencies to perform their mission and enforce the laws (e.g., biometric, identity history, person, organization, case/incident history data).

Security incident - Any incident that compromises the security of CJI or systems that access CJI. Examples include but are not limited to unauthorized use of legitimate code or credentials within department systems, email communications that contain malicious code, data breaches, signaling to external systems, and unauthorized exporting of information.

Local Agency Security Officer - A Department member who serves as the primary information security contact between a local law enforcement agency and the CJIS Systems Agency. The LASO actively represents their agency in all matters pertaining to Information Security, including disseminating security alerts and maintaining security documentation.

Director, Cybersecurity - An RTD employee that leads and manages the overall Cybersecurity strategy and execution for RTD, including RTD-PD.

CCIC Coordinator - A Department member selected by the Chief of Police to coordinate the use of protected information.

807.2 POLICY

It is the policy of the Regional Transportation District Police Department to maintain the security, confidentiality, and integrity of its information systems that access CJI by collaborating with appropriate state and federal agencies to implement the applicable established protocols.

807.3 CCIC COORDINATOR, LOCAL AGENCY SECURITY OFFICER, DIRECTOR OF CYBERSECURITY

The Chief of Police shall appoint a CCCIC coordinator, who shall be responsible for the Regional Transportation District Police Department's adherence to FBI CJIS Security Policy requirements.

The CCCIC coordinator shall establish procedures necessary to govern the department's use, maintenance, and security of systems that access CJI as described in this policy.

807.3.1 RESPONSIBILITIES OF CCIC COORDINATOR, LOCAL AGENCY SECURITY OFFICER, AND DIRECTOR OF CYBERSECURITY

The responsibilities of the CCCI coordinator, Local Agency Security Officer, and Director of Cybersecurity are wide ranging and may overlap in subject matter or otherwise necessitate

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

coordination from time to time. These roles shall work collaboratively to fulfill the below listed responsibilities, whether individually or collectively as is appropriate and practicable under the circumstances. These responsibilities include but are not limited to:

(a) Coordinating with others, such as the information technology or legal departments, as appropriate, to maintain department compliance with FBI CJIS Security Policy requirements and the Colorado Bureau of Investigation (CBI).

(b) Managing member accounts with access to CJI, including:

1. Creating, enabling, modifying, disabling, and removing member accounts in accordance with this policy and the FBI CJIS Security Policy.
2. Configuring member accounts in accordance with federal and state requirements (e.g., limiting unsuccessful login attempts).
3. Reviewing member accounts for compliance with legal and policy requirements at least annually.

(c) Overseeing the maintenance, repair, and replacement of CJI systems and system components in accordance with manufacturer or vendor specifications and/or department requirements, including:

1. Maintaining a list of organizations and personnel approved by the Chief of Police to perform maintenance on CJI systems.
2. Approving, scheduling, documenting, and monitoring all maintenance and diagnostic activities, whether performed on-site, remotely, or off-site, and maintaining records.
3. Verifying that non-escorted personnel performing maintenance on any CJI system or terminal possess the required access authorizations, and designating members who have the required access authorizations and technical competence to supervise the maintenance activities of personnel who do not possess the required access authorizations.
4. Maintaining records for all system maintenance and diagnostic activities.

(d) Monitoring department systems that have access to CJI to ensure compliance with applicable laws and this policy; developing processes to detect, identify, and correct flaws in software and firmware; and conducting security updates as necessary.

(e) Providing for the security of hardware that includes provisions for the following:

1. How hardware is to be brought into and taken out of department facilities
2. Physical security of hardware within department facilities
3. Physical security of areas containing network connections and transmission lines, including monitored access

(f) Implementing and carrying out the department Incident Response Plan, including:

1. Tracking and documenting all suspected or actual security incidents related to CJI in an appropriate manner.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

2. Directing annual testing of the department's information security incident response capabilities using tabletop or walk-through exercises, simulations, or other types of testing.
3. Making the appropriate notifications outside of the Department (see the Records Maintenance and Release Policy for additional guidance).
4. Providing information on security incidents to any third-party software developers or vendors as appropriate.

(g) Protecting digital and non-digital media that contain CJI, including physical security, transportation, destruction/sanitization, and documentation requirements.

(h) Developing and updating department information security and privacy literacy training and incident response training as required by policy.

(i) Maintaining audit records in accordance with the established records retention schedule, but in no event for less than one year.

(j) Managing the development, documentation, and dissemination of procedures for the following:

1. Awareness and training
2. Incident response
3. Audit and accountability
4. Access control
5. Identification and authentication
6. Configuration management
7. Media protection
8. Physical and environmental protection
9. System and communications protection
10. System and information integrity
11. Maintenance
12. Security and privacy planning
13. Contingency planning
14. Risk assessment

(k) Reviewing this policy and related procedures as required by the FBI CJIS Security Policy and proposing updates as needed to the Chief of Police.

807.4 MEMBER RESPONSIBILITIES

All members of the Department shall be committed to detecting information security incidents and making the appropriate notifications.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Any member who suspects that there may have been unauthorized access, disclosure, or other compromise of CJI shall report their suspicions in accordance with the Incident Response Plan within one hour of the discovery.

Personally owned devices or systems and publicly accessible systems shall not be used to access, process, store, or transmit CJI.

807.5 SUPERVISOR RESPONSIBILITIES

Supervisors shall notify the CJIS coordinator when the account access of a member they supervise needs to be modified, disabled, or removed for any reason, such as resignation, termination, or change of duties.

807.6 MEDIA PROTECTION

Access to media containing CJI shall be restricted to authorized members and stored within physically secured locations or controlled areas, in accordance with the FBI CJIS Security Policy.

Digital media (e.g., flash drives, external or removable hard disk drives, compact discs) containing CJI shall be encrypted. Personally owned digital media devices or digital media devices with no identifiable owner shall not be used on department systems that store, process, or transmit CJI.

Non-digital media (e.g., paper files, printed pages, microfilm) containing CJI should be enclosed in an opaque folder or container if they are to be transported outside of physically secure locations or controlled areas. Media containing CJI shall not be left unattended outside of a physically secure location.

Transportation and transfers of media containing CJI shall be documented.

807.6.1 MEDIA DISPOSAL AND RELEASE

Digital media containing CJI shall be overwritten at least three times or degaussed (i.e., erased) prior to being disposed of, released from department control, or released for reuse. Inoperable digital media devices, such as hard drives or solid-state drives that cannot be accessed to overwrite the data, shall be physically destroyed. When non-digital media is no longer needed for investigative or security purposes, it shall be destroyed by crosscut shredding or incineration.

807.7 SYSTEM AND INFORMATION INTEGRITY

The integrity of department CJI systems shall be protected through the implementation of appropriate controls such as:

(a) Flaw remediation.

(b) System monitoring.

(c) Security alerts, advisories, and directives.

(d) Software, firmware, and information integrity controls.

(e) Spam protection.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

807.8 INCIDENT RESPONSE PLAN

[Insert your agency's Incident Response Plan consistent with CJIS 5.3 IR-4, IR-7, and IR-8 – see the Guide Sheet for additional guidance.]

807.9 SECURITY AWARENESS TRAINING

Members with physical or electronic access to CJI or CJI systems shall complete security awareness training appropriate to their assigned roles and responsibilities and shall certify their understanding by signing a formal Security Awareness Training Acknowledgement. Training shall include information security and privacy literacy training, security incident response training, and a review of this policy and related procedures.

Security awareness training shall be completed prior to accessing any CJI data or system and at least annually thereafter. Additional training shall be completed as required following any changes to CJI systems and for any member involved in a security incident within 30 days of the event.

Individual training records shall be maintained in accordance with the established records retention schedule, but in no event for less than three years.

The department's CJIS training shall be reviewed for any necessary updates or changes annually and following any security incident or change in a CJI system or the FBI CJIS Security Policy.

807.10 SANCTIONS

Failure to adhere to policies and procedures pertaining to CJI shall result in disciplinary action, up to and including termination. Misuse of or failure to secure CJI may also result in temporary or permanent restrictions in the use of CJI. Intentional misuse of CJI may also be prosecutable under applicable laws.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chapter 9 - Custody

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Custodial Searches

900.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants, or weapons into the Regional Transportation District Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors, and the public.

Guidance for custody searches when transporting a person in custody may be found in the Transporting Persons in Custody Policy.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

900.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

900.3 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Regional Transportation District Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

900.3.1 PROPERTY
Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Regional Transportation District Police Department identification number and information regarding how and when the property may be released.

900.3.2 VERIFICATION OF MONEY
All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

900.4 STRIP SEARCHES
No individual in temporary custody at any Regional Transportation District Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

    1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) The individual's actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

900.4.1 STRIP SEARCH PROCEDURES

Strip searches at Regional Transportation District Police Department facilities shall be conducted as follows (28 CFR 115.115; CRS § 16-3-405):

(a) Written authorization from the Shift Sergeant shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The written authorization for the search, obtained from the Shift Sergeant.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

(h) A copy of the written authorization should be retained and made available upon request to the detainee or the detainee's authorized representative.

900.4.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Shift Sergeant authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Shift Sergeant authorization does not need to be in writing.

900.5 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following:

(a) No individual shall be subjected to a physical body cavity search without written approval of the Shift Sergeant and only upon a search warrant or approval of legal counsel. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) Only a physician or nurse may conduct a physical body cavity search (CRS § 16-3-405(5)).

(c) Except for the physician or nurse conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Shift Sergeant's approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(f) A copy of the written authorization shall be retained and should be made available to the individual who was searched or other authorized representative upon request.

900.6 GENDER IDENTITY OR EXPRESSION CONSIDERATIONS

If an individual who is subject to a strip search or physical body cavity search has a gender identity or expression that differs from their sex assigned at birth, the search should be conducted by members of the same gender identity or expression as the individual, unless the individual requests otherwise.

900.7 JUVENILES

No juvenile should be subjected to a strip search or a physical body cavity search at the Department.

The Chief of Police or the authorized designee should establish procedures for the following:

(a) Safely transporting a juvenile who is suspected of concealing a weapon or contraband, or who may be experiencing a medical issue related to such concealment, to a medical facility or juvenile detention facility as appropriate in the given circumstances.

1. Procedures should include keeping a juvenile suspected of concealing a weapon under constant and direct supervision until custody is transferred to the receiving facility.

(b) Providing officers with information identifying appropriate medical and juvenile detention facilities to which a juvenile should be transported for a strip or body cavity search.

Nothing in this section is intended to prevent an officer from rendering medical aid to a juvenile in emergency circumstances (see the Medical Aid and Response Policy for additional guidance).

900.8 TRAINING

The Training Lieutenant should ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Transporting Persons in Custody

901.1 PURPOSE AND SCOPE

This policy provides guidelines for transporting persons who are in the custody of the Regional Transportation District Police Department.

See the Handcuffing and Restraints Policy for additional guidance.

901.2 POLICY

It is the policy of the Regional Transportation District Police Department to provide safe, secure, and humane transportation for all persons in custody.

901.3 OPERATIONS DEPUTY CHIEF RESPONSIBILITIES

The Operations Deputy Chief should establish related procedures for:

- Safely transporting persons who have their legs restrained.
- Seating placement of persons being transported in vehicles with and without safety barriers.

901.4 OFFICER RESPONSIBILITIES

Persons in custody should be transported in a vehicle properly equipped to transport passengers. They should be appropriately restrained and positioned during transport.

Officers transporting a person in custody should:

(a) Search all areas of the vehicle accessible to a person in custody before and after each transport.

(b) Immediately search persons in custody after arrest, when receiving the person from the custody of another officer, and before transferring the person. Refer to the Custodial Searches Policy before conducting any search other than a field search.

1. Whenever practicable, a search should be conducted by an officer of the same gender as the person being searched. If an officer of the same gender is not reasonably available, a witnessing officer should be present during the search.

(c) Provide Transit Police Communications with any required notifications (e.g., start time, mileage, end time).

(d) Properly secure all property.

(e) Use audio/video equipment (when properly equipped) to observe and record any person in custody during transport (see the Mobile Audio Video and Body-Worn Camera policies for additional guidance).

(f) Make a reasonable effort to prevent inappropriate conversations between persons being transported (e.g., demeaning or insulting language) or conversations between a person being transported and someone outside the vehicle.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(g) Plan travel times and routes to avoid situations that might impede transportation (e.g., heavy traffic, unfavorable road conditions, extreme weather) when reasonably practicable.

(h) Make a verbal welfare check with a person in custody at least every 10 minutes. Provide sufficient visual observation and audio communication during the transport of:

1. Individuals in auxiliary restraints.
2. Individuals in leg restraints.
3. Individuals wearing a spit hood.
4. Individuals who are a suspected suicide risk.

(i) Verify that the vehicle's security devices (e.g., window and rear-door child-safety locks) are activated.

(j) Assess uncooperative persons who cannot or will not sit upright for a medical condition (see the Medical Aid and Response Policy for additional guidance):

1. If no medical condition exists, alternative transportation should be arranged (e.g., a special transport van).

901.5 TRANSPORT RESTRICTIONS

When transporting multiple persons, officers:

(a) Should not transport persons in custody together. Persons in custody should be transported individually when practicable, or within their own compartment of a multiple-compartment vehicle, unless supervisor approval is received based on unusual circumstances.

1. Juveniles and adults shall not be transported together.
2. Persons with known hostilities toward each other, such as mutual combatants or rival gang members, shall not be transported together.
3. Persons of different genders should not be transported together.

(b) If segregating individuals is not possible, transporting officers should be alert to inappropriate physical or verbal contact and take appropriate action.

901.6 TRANSPORTING PERSONS IN CUSTODY WHO HAVE A DISABILITY

When transporting a person in custody who has a disability, a transporting officer should request assistance as necessary to transport the person in a reasonable and safe manner. The transporting officer should ensure that any special equipment (e.g., canes, wheelchairs, prosthetics) is transported to the person's destination in a way that does not threaten the safety or security of the person in custody or the officer.

Officers transporting a person who has a disability should consult with the person in custody and use good judgment in determining what, if any, restraining devices may be appropriate based on the person's disability to ensure the security, safety, and dignity of all persons.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

901.7 TRANSPORTING ILL OR INJURED PERSONS IN CUSTODY

Except in exceptional cases where alternatives are not reasonably available, officers should not transport persons in custody who are unconscious, have serious injuries, or who may be seriously ill. EMS personnel should be called to handle such transportation.

Officers shall notify a supervisor as soon as practicable when transporting a person in custody to a hospital.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes, or when so directed by a Shift Sergeant.

Any person in custody suspected of having a communicable disease should be transported in compliance with the exposure control plan in the Communicable Diseases Policy.

See the Medical Aid and Response Policy for additional guidance on ill or injured persons in custody.

901.8 TRANSPORTING PREGNANT PERSONS IN CUSTODY

Persons in custody who are known to be pregnant should be restrained during transport in the least restrictive manner that is effective for officer safety. Leg restraints, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure themself or others, or damage property.

Absent exceptional circumstances, persons in labor or delivery should not be transported by officers. EMS personnel should be called to handle transportation.

901.9 CIVIL COMMITMENT TRANSPORTS

When transporting any individual for civil commitment, the transporting officer should request that Transit Police Communications notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual, and whether any special medical care is needed.

Should the person require transport in a medical transport vehicle, and the safety of any person, including the person in custody, requires the presence of an officer during the transport, Shift Sergeant approval is required before transport commences.

See the Civil Commitments Policy for additional guidance.

901.9.1 STATE REQUIREMENTS

Prior to transporting an individual for a behavioral health crisis hold pursuant to CRS § 27-65-107, officers should provide written notice of the individual's rights during transportation and treatment (CCR 502-1:11.13).

The duration of the transportation should not exceed 6 hours (CCR 502-1:11.13).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

901.10 INTERRUPTION OF TRANSPORT

Absent extraordinary circumstances, officers should not interrupt a transport to provide emergency assistance without supervisory approval. Officers encountering an emergency should notify Transit Police Communications and request an appropriate response.

901.11 EXTENDED TRANSPORTS

During transports for extended durations, transporting officers may be required to make necessary stops. With supervisory approval and due consideration for security risks and the in-custody person's health and well-being, these stops should be limited to fuel, meals, bathroom breaks, and other purposes reasonably necessary for the continuation of the transport.

901.12 PROHIBITIONS

When transporting a person in custody, officers should not:

(a) Use transport as a form of punishment or retaliation (e.g., intentionally rough rides, excessive heat or cold, obnoxiously loud music).

(b) Handcuff a person to any part of a vehicle.

(c) Leave the vehicle unattended with the person in custody in the vehicle.

(d) Allow any person who is not in custody (e.g., friend, family member) to have contact with or be in close proximity to the person in custody.

(e) Allow any food, drink, or other consumables to be given to the person in custody by anyone other than department personnel or receiving agency personnel.

(f) Stop to conduct any personal activities.

(g) Engage in a pursuit.

901.13 ESCAPES

In the event that a person in custody escapes while being transported, the transporting officer should immediately advise Transit Police Communications and other units of the escape, provide a description of the escapee, notify the Shift Sergeant, and submit a written report as soon as practicable describing the circumstances of the escape and any recapture.

The Shift Sergeant should notify the Chief of Police or the authorized designee upon learning of an escape.

If the escape occurs outside the jurisdiction of the Regional Transportation District Police Department, the Shift Sergeant should notify the appropriate agency or agencies within the jurisdiction where the escape occurred.

901.14 DOCUMENTATION

If a person is injured during transportation, officers should document the injury in the appropriate report. Documentation should include the condition of the person prior to transportation and the known or suspected causes of the injury during transportation (e.g., hitting head, struggling with restraints, fighting with other persons in custody). Any visible or reported injuries should be photographed and included with the report.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

901.15 NOTIFICATIONS

Officers should notify a supervisor and any receiving facility of information regarding any circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., uncooperative or violent, prolonged struggle, extreme agitation, medical conditions) that may have occurred prior to, or during, transportation.

901.16 TRAINING

The Training Lieutenant should provide periodic training on this policy and procedures related to transporting persons in custody, restraint systems, and restraint devices.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Chapter 10 - Personnel

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Reporting of Employee Convictions

1000.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Department of any past and current criminal convictions.

1000.2 DOMESTIC VIOLENCE CONVICTIONS AND PROTECTION ORDERS

Colorado and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; CRS § 18-12-108).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1000.3 CRIMINAL CONVICTIONS

Any person convicted of a felony is prohibited from being a peace officer in the State of Colorado (CRS § 24-31-305(1.5)).

If a person is convicted of a misdemeanor crime listed in CRS § 24-31-305(1.5) after July 1, 2001, they may not obtain POST certification without a waiver or may have their POST certification suspended or revoked.

Even when legal restrictions are not imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by a member of this department may prohibit him/her from carrying out law enforcement duties.

1000.3.1 COURT ORDERS

All employees shall promptly notify the department if they are part of any criminal or civil court order. Court orders may prevent peace officers from possessing a firearm or require suspension or revocation of their peace officer POST certificate (see generally CRS § 24-31-303).

1000.4 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest or conviction, regardless of whether the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Reporting of Employee Convictions

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Communicable Diseases

1001.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1001.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Regional Transportation District Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1001.2 POLICY

The Regional Transportation District Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1001.3 EXPOSURE PREVENTION AND MITIGATION

1001.3.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to:

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1001.3.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost.

1001.4 POST EXPOSURE

1001.4.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practicable.

1001.4.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

(a) Name of the member exposed

(b) Date and time of the incident

(c) Location of the incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury and Death Reporting and Illness and Injury Prevention policies).

1001.4.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1001.5 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law).

Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1001.6 TRAINING

All members should participate in training regarding communicable diseases commensurate with the requirements of their position. The training:

(a) Should be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Should be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Smoking and Tobacco Use

1002.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Regional Transportation District Police Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1002.2 POLICY

The Regional Transportation District Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy.

1002.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Regional Transportation District Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside District facilities and vehicles.

1002.4 ADDITIONAL PROHIBITIONS

No member shall smoke or use any tobacco product inside department facilities or smoke tobacco products within 25 feet of an entryway of any department building (CRS § 25-14-204). Smoking includes the use of an electronic smoking device as defined in CRS § 25-14-203.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Complaint and Disciplinary System

1003.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Regional Transportation District Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1003.2 POLICY

This policy establishes the Department's complaint and disciplinary system, including Internal Affairs investigations, the duty to report complaints, and cooperating with disciplinary investigations. The Regional Transportation District Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state, and local law, municipal and county rules, and the requirements of any collective bargaining agreements (CRS § 24-31-305).

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1003.3 DEFINITIONS

Administrative Closure Letter: a letter sent to the reporting party/subject of an allegation(s) of misconduct by a Department member, when the investigation is administratively closed, including but not limited to if it is determined that the allegation(s) does not fall within the the investigatory jurisdiction of the Regional Transportation District Police Department (e.g., the complaint is duplicative, the accused is not a Department member), and explains the decision to administratively close the investigation.

Final Summary Report (FSR): an electronic record that provides an abstract of the Internal Affairs investigation after the investigation is concluded. The FSR contains:

- a description of the Department members and individuals involved in the alleged misconduct
- the date, time, and location of alleged misconduct
- the description of the allegations and applicable policies
- a narrative summary of the alleged misconduct
- the investigation's findings and conclusions for each allegation of misconduct, including any discipline recommended

Complaint: one or more allegations of misconduct reported to the Department or Regional Transportation District.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

IA Investigator: a sworn Department member assigned or detailed to Internal Affairs responsible for receiving, processing, and investigating misconduct complaints made against Department members assigned to IA for investigation.

Internal Affairs Investigation: the process during which evidence is collected, assessed, and analyzed about an incident after the assigned of an Internal Affairs Complaint Number.

Misconduct: any violation of law or any Department rule, directive, policy, or order by a department member.

Reporting Party/Subject: the complainant that brings an incident involving a department member that may be investigated to the attention of the Department. The reporting party/subject can be a member of the public or a sworn or civilian department member.

1003.4 GUIDING PRINCIPLES

The goals of the Department's accountability structure are to:

- Foster trust in the Department while upholding the Department's core values, mission, and standards of conduct
- Provide members of the community and Department members a voice in the complaint and disciplinary process to establish confidence in investigations of complaints
- Improve the effectiveness of Department operations, while promoting employee safety, morale, and commitment to the Department's mission statement.
- Provide members of the public opportunities and methods to submit complaints against Department members.
- Ensure maximum efficiency and to standardize disciplinary procedures,
- Require disciplinary procedures and outcomes to be consistent and fair, while also holding all employees accountable.
- Ensure the proper recording, reporting, classification, and investigation of all complaints against Department members.

1003.5 DUTY TO REPORT

Whenever a department member becomes aware, either through personal observation or other means, of possible misconduct they have the duty to report, and if applicable, a duty to intervene that includes taking action to preclude continuation or escalation of the incident and shall immediately notify a supervisors.

1003.6 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1003.6.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal/Less Serious Transgression - A matter in which the Shift Sergeant is satisfied that appropriate action can been taken by a supervisor of rank greater than the accused member. This includes an act or omission which warrants prompt and appropriate action but does not require an Internal Affairs complaint number. This includes, but is not limited to, the following kinds of transgressions:

- Tardiness in reporting for duty or for required court appearance
- Inattention to duty concerning less serious matters
- Driving a department vehicle involved in a minor traffic crash classified as preventable
- Failure to provide prompt, correct, and courteous police service
- A brief inadvertent failure to timely activate a body worn camera

Formal/Serious Misconduct - A matter in which a supervisor determines that further action is warranted. Such complaints shall be investigated by Internal Affairs Bureau. This includes allegations, if true, that a department member has engaged in conduct that is illegal under local, state, or federal law, would violate a person's constitutionally protected rights, would violate the Department's policies or core values, or conduct that otherwise degrades or brings disrespect to the Department, another member of the Department, or the Regional Transportation District.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Internal Affairs Bureau, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1003.6.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1003.6.3 REPORTING AUTHORITY
The person responsible for the Internal Affairs Bureau has the authority to report matters directly to the Chief of Police when necessary.

1003.7 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1003.7.1 COMPLAINT FORMS
Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other District facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1003.7.2 ACCEPTANCE
All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to the Internal Affairs Bureau. If the commanding officer of Internal Affairs is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for Internal Affairsto contact the complainant. Internal Affairs, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1003.8 DOCUMENTATION
Any Supervisor who is made aware of a complaint shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All formal personnel complaints and inquiries should also be documented by Internal Affairs in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1003.9 ADMINISTRATIVE INVESTIGATIONS
Allegations of misconduct will be administratively investigated as follows.

1003.9.1 SUPERVISOR RESPONSIBILITIES - INFORMAL/LESS SERIOUS TRANSGRESSIONS AND OTHER SCENARIOS
The primary responsibility for the investigation of a formal/serious misconduct complaint (defined above) shall rest with Internal Affairs. For such complaints, supervisors shall promptly contact Internal Affairs so that all formal/serious misconduct complaints can be promptly investigated.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

The primary responsibility for the investigation of an informal personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, the appropriate and/or designated form is completed.

    (a) The designated form will be directed to the Shift Sergeant of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.

    (b) In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Deputy Chief or the Chief of Police, who will initiate appropriate action.

(b) Responding to all complaints in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.

    (a) Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.

    (b) If the matter is resolved and no further action is required, the supervisor will note the resolution on the designated form form and forward the form to the Sector Commander.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, that Internal Affairs is notified via the chain of command as soon as practicable.

(e) Promptly contacting RTD's Equal Employment Opporunity Office in regards to an employee complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.

(f) Promptly contacting Internal Affairs in regards to addressing a complaint by a member of the public that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.

(g) Forwarding unresolved formal personnel complaints to Internal Affairs who will determine whether to contact the complainant or assign the complaint for investigation.

(h)

(i) Investigating an informal complaint in a prompt manner.

    (a)

    (b)

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(j) Ensuring that the procedural rights of the accused member are followed.

(k) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1003.9.2 NOTIFICATION TO COMPLAINANT - FORMAL/SERIOUS MISCONDUCT PERSONNEL COMPLAINT

Unless prompt notification would compromise an investigation, Internal Affairs should notify the subject of a Formal/Serious Misconduct complaint as soon as is practicable. Internal Affairsshould periodically communicate the status of an investigation to the complainant. Upon final disposition of a formal Internal Affairs Bureau investigation and after taking into account any restrictions provided in applicable collective bargaining agreements and by Colorado law, the complaining party should be provided written notification of the outcome of the investigation.

1003.9.3 ADMINISTRATIVE INVESTIGATION PROCEDURES - FORMAL/SERIOUS MISCONDUCT

Whether conducted by a supervisor or a member of the Internal Affairs Bureau, the following applies to employees:

(a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, he/she shall be compensated.

(b) Unless waived by the employee, interviews of an accused employee shall be at the Regional Transportation District Police Department or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused employee.

(d) Prior to any interview, an employee should be informed of the nature of the investigation.

1. This should be provided in written form and include the employee's rights and responsibilities relative to the investigation.

2. The employee should be informed of the ranks, names and commands of the person in charge of the interview and of all other persons to be present during the interview.

(e) All interviews should be for a reasonable period and the employee's personal needs should be reasonably accommodated.

(f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.

(g) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

1. An employee should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement. Administrative investigators

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

2. No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(h) The interviewer should record all interviews of employees and witnesses.

1. Upon request, the employee shall be provided copies of recordings, transcriptions and reports made of an interview session.

(i) All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

1. Uninvolved attorneys or representatives present during interviews shall not be required to disclose any information received from the employee during the administrative investigation.

(j) All employees shall provide complete and truthful responses to questions posed during interviews.

(k) No employee may be compelled to submit to a deception detection device examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

Information concerning administrative interviews shall not be released to the public unless approved by the Chief of Police or the authorized designee or unless otherwise required by law.

1003.9.4 FINAL SUMMARY REPORT FORMAT

investigations of formal personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Credibility Assessment - When applicable, such as in the absence of independent or corroborating evidence, the investigator should include an analysis of the credibility of the respondent and/or the respondent's explanation of events.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1003.9.5 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1003.9.6 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within forty five days from the date of discovery by an individual authorized to initiate an investigation. Reasonable extensions may be granted for good cause.

1003.9.7 NOTIFICATION TO ACCUSED

The Department shall notify an officer who is being investigated for an incident that could result in a report to the Colorado Peace Officer Standards and Training (POST) Board misconduct database of the department's duty to report misconduct to the database and the consequences of reporting (e.g., decertification) (CRS § 24-31-904).

1003.10 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1003.11 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1003.12 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, the relevant law enforcement agency shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Regional Transportation District Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction.

No disciplinary action should be taken until an independent administrative investigation is conducted.

1003.13 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review and include their comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1003.13.1 DEPUTY CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, within ten calendar days the Deputy Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials. Reasonable extensions may be granted for good cause.

The Deputy Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Prior to forwarding recommendations to the Chief of Police, the Deputy Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Deputy Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1003.13.2 FORMS OF DISCIPLINE

The following methods may be considered for correcting poor job performance or misconduct:

(a) Training

(b) Counseling

1. Counseling may be administered by the Chief of Police, Deputy Chief or other supervisor depending on the severity of the matter.
2. The supervisor or staff member administering the counseling shall document the purpose and effect of the counseling.

(c) Verbal reprimand

(d) Written reprimand

(e)

(f) Suspension without pay

(g) Punitive transfer

(h) Demotion

(i)

(j) Termination

The order of the above listed methods does not imply a required sequence. The Chief of Police should determine the method of correction by considering the actions of the member.

1003.13.3 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, within ten calendar days the Chief of Police shall review the recommendation and all accompanying materials. Reasonable extensions may be granted for good cause.The Chief of Police may modify any recommendation and/or may return the file to the Deputy Chief for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

(a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.

(b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

1003.14 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.

(d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

The pre-discipline process shall be conducted promptly and shall not be unreasonably lengthy or abused by the accused employee for reasons such as delay.

1003.15 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

The Chief of Police or the authorized designee shall notify the Division of Criminal Justice when an officer resigned while under investigation for violating department policy (CRS § 24-31-903).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1003.16 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to grieve discipline using the procedures established by the collective bargaining agreement.

1003.17 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1003.18 NOTIFICATION OF POST

The Chief of Police or the authorized designee shall notify POST of any sustained findings of use or threatened use of unlawful force or failure to intervene by any officer currently employed by this department (CRS § 18-1-707; CRS § 24-31-904).

The Chief of Police or the authorized designee shall provide information regarding officer misconduct (e.g., knowingly making an untruthful statement, termination for cause, resignation or retirement pending investigation, resignation in lieu of termination for cause, conduct that subjects the officer to criminal investigation) to the POST Board misconduct database as required (CRS § 24-31-321; 4 CCR 901-1:17; 4 CCR 901-1:32).

The Chief of Police shall certify that the information provided to POST is accurate. If the Department determines that an entry was done in error, the Chief of Police or the authorized designee should inform POST upon the discovery of the error (CRS § 24-31-321).

1003.18.1 DISCLOSURE OF DOCUMENTS TO POST

Upon request from the POST Board, the Chief of Police or the authorized designee shall provide documents relevant to the incident, investigation, or associated discipline to the POST Board (CRS § 24-31-321).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Seat Belts

1004.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

Guidance for transporting persons in custody may be found in the Transporting Persons in Custody and Handcuffing and Restraints policies.

1004.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213 (CRS § 42-4-236).

1004.2 POLICY

It is the policy of the Regional Transportation District Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle accident.

1004.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty or when in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained (CRS § 42-4-236; CRS § 42-4-237).

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement.

1004.4 TRANSPORTING CHILDREN

All children who are 8 years of age and under shall be restrained in a child restraint system (CRS § 42-4-236).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1004.5 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1004.6 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operating requirements for safe use.

1004.7 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Body Armor

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1005.2 POLICY

It is the policy of the Regional Transportation District Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1005.3 ISSUANCE OF BODY ARMOR

The Professional Services supervisor shall ensure that body armor is issued to all officers when the officer begins service at the Regional Transportation District Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Professional Services supervisor shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1005.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

(a) Officers shall only wear agency-approved body armor.

(b) Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.

(c) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.

(d) Body armor shall be worn when an officer is working in uniform or taking part in Department range training.

(e) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1005.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic documented inspections. Annual inspections of body

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

armor should be conducted by an authorized designee for fit, cleanliness and signs of damage, abuse and wear.

1005.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR
Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

1005.4 RANGEMASTER RESPONSIBILITIES
The Rangemaster should:

(a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.

(b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

(c) Provide training that educates officers about the safety benefits of wearing body armor.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Commendations and Medals

1006.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Regional Transportation District Police Department and individuals from the community.

1006.2 POLICY

It is the policy of the Regional Transportation District Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1006.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1006.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond the typical duties.

1006.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation should contain:

(a) Identifying information:

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1006.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the person submitting the documentation.

1006.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Deputy Chief for his/her review. The Deputy Chief should sign and forward the documentation to the Chief of Police for his/her review.

The Chief of Police or the authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Professional Services secretary for entry into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Professional Services Deputy Chief. The documentation will be signed by the Deputy Chief and forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1006.5 MEDALS

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

- Medal of Honor
- Medal of Valor.
- Medal of Meritorious Service.
- Medal of Distinguished Service
- Lifesaving Medal.
- Purple Heart.
- Chief's Commendation .
- Citizen Commendation (Non-Department Only)
-

Criteria for each medal and commendation and the selection, presentation and display of any award are determined by the following criteria.

(a) Medal of Honor (Gold ribbon medal):

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) The Medal of Honor is presented to the family of a sworn member that lost his/ her life in the performance of duty under honorable circumstances.

(a) Medal of Valor (Blue uniform bar containing a V):

(a) The Medal of Valor may be awarded when a sworn member of the Department demonstrates heroic action and conspicuous valor above and beyond the call of duty, disregarding imminent risk of life or serious bodily injury to the member.

(a) Medal of Distinguished Service (Red uniform bar):

(a) The Medal of Distinguished Service may be awarded when a sworn member of the Department demonstrates heroic action and conspicuous valor above and beyond the call of duty, disregarding moderate risk of life or serious bodily injury to the member.

(a) Medal of Meritorious Service (Green uniform bar):

(a) The Medal of Meritorious Service may be awarded when a sworn member demonstrates exceptional performance which involves no significant risk or no risk to the life of the member and is performed above and beyond the call of duty.

1. Lifesaving Medal (White uniform bar containing a +):

    (a) The Lifesaving Medal may be awarded to a sworn member directly responsible for the saving of a human life via physical hands-on measures. Only one award will be awarded for each incident regardless of the number of victims involved

1. Purple Heart Medal (Purple uniform bar):

    (a) The Purple Heart Medal may be awarded to a sworn member who suffers serious bodily injury in the line of duty effecting an arrest or protecting others. Preexisting medical conditions are excluded from this award.

(a) Chief's Commendation (written commendation):

(a) The Chief's Commendation may be awarded to any Department employee who has distinguished themselves above other employees through excellence in police work, highly professional conduct, or performance and/or outstanding contributions to the RTD Transit Police Department.

(a) Citizen Commendation (written commendation):

(a) The citizen commendation is an award presented to a member of the RTD Community, outside of the RTD Transit Police Department for aid rendered to the police which involve assisting the Department to achieve its mission.

(a) The Department seeks to encourage and recognize the acceptance of these duties through the recognition of those citizens whose actions have contributed to the apprehension of criminals and by demonstrating selfless behavior in emergency or critical situations.

1006.5.1 COMPENSATORY AWARDS

The Department may issue compensatory awards, such as additional time off with pay or additional pay, to recognize exceptional performance by employees.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Fitness for Duty

1007.1 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Department and the community. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions.

1007.2 POLICY

The Regional Transportation District Police Department strives to provide a safe and productive work environment and ensure that all members of this department can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Department may require a professional evaluation of a member's physical and/or mental capabilities to determine the member's ability to perform essential functions.

1007.3 MEMBER RESPONSIBILITIES

It shall be the responsibility of each member of this department to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of the position.

During working hours, all members are required to be alert, attentive, and capable of performing their assigned responsibilities.

Members who feel unable to perform their duties shall promptly notify a supervisor. In the event that a member believes that another department member is unable to perform the member's duties, such observations shall be promptly reported to a supervisor.

1007.4 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform the member's duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

(a) An abrupt and negative change in the member's normal behavior.

(b) A pattern of irrational conduct, hostility, or oppositional behavior.

(c) Personal expressions of instability.

(d) Inappropriate use of alcohol or other substances, including prescribed medication.

(e) A pattern of questionable judgment, impulsive behavior, or the inability to manage emotions.

(f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1007.4.1 REPORTING

A supervisor observing a member, or receiving a report of a member, who is perceived to be unable to safely or effectively perform the member's duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document the supervisor's observations and actions in a written report and inform their direct supervisor.

1007.4.2 DUTY STATUS

In conjunction with their direct supervisor, the supervisor should make a preliminary determination regarding the member's duty status.

If a determination is made that the member can safely and effectively perform the essential functions of the member's job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member's conduct or behavior represents an inability to safely and effectively perform the essential functions of the member's job, the Shift Sergeant or the member's Deputy Chief should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Chief of Police shall be promptly notified in the event that any member is relieved of duty.

1007.5 APPEALS

Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Collective Bargaining Agreement.

1007.5 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

1007.5.1 PROCESS

The Chief of Police, in cooperation with the Human Resources, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Department with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Department will provide all appropriate documents and available information.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

All reports and evaluations submitted by the examining practitioner shall be part of the member's confidential medical file.

Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Human Resources.

1007.5 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than:

- 16 hours in a one-day period (24-hour period)
- 30 hours in any two-day period (48-hour period)
- 84 hours in any seven-day period (168-hour period)

Except in unusual circumstances, members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, special events, contract work, general overtime, and any other work assignments.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Meal Periods and Breaks

1008.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as reasonably possible, shall conform to the policy governing all District employees.

1008.1.1 MEAL PERIODS

Certified employees and dispatchers shall remain on-duty subject to call during meal breaks. All other employees are not on-call during meal breaks unless directed otherwise by a supervisor.

Uniformed officers shall request clearance from Transit Police Communications prior to taking a meal period. Uniformed officers shall take their breaks within the District limits and shall monitor their radios unless on assignment outside of the District.

The time spent for the meal period shall not exceed the authorized time allowed.

1008.1.2 15-MINUTE BREAKS

Each employee is entitled to a 15-minute break, near the midpoint, for each four-hour work period. Only one 15-minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the police facility shall remain in the police facility for their breaks. This does not prohibit them from taking a break if they are outside the facility on official business.

Field officers will take their breaks in their assigned areas, subject to call, and shall monitor their radios. When field officers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of Transit Police Communications.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Outside Employment

1009.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for Department employees engaging in outside employment, all employees shall initially obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

Additional guidance, provisions, changes or additions may be contained in the employee collective bargaining agreement.

1009.1.1 DEFINITIONS

Definitions related to this policy include:

Outside employment - The employment of any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, products or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, products or benefits rendered.

Outside overtime - Overtime involving any member of this department who performs duties or services on behalf of an outside organization, company or individual within this jurisdiction on behalf of the Department. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

1009.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy is grounds for disciplinary action.

To obtain approval for outside employment, the employee must complete an application that shall be submitted to the employee's immediate supervisor. The application will then be forwarded through the appropriate chain of command to the Chief of Police for consideration.

If approved, the employee will be provided with a copy of the approved application. Unless otherwise indicated in writing on the approved application, an approved application will be valid through the end of the calendar year in which it is approved. Any employee seeking to continue outside employment shall submit a new application in a timely manner.

Any employee seeking approval of outside employment whose application has been denied shall be provided with a written reason for the denial of the application at the time of the denial and within 30 days of the application.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1009.2.1 REVOCATION/SUSPENSION OF AN APPROVED OUTSIDE EMPLOYMENT APPLICATION

Any approved outside employment application may be revoked or suspended after the employee has received written notification of the reasons for revocation or suspension. Additionally, revocation or suspension will only be implemented after the employee has exhausted the appeal process.

The outside employment may be revoked:

(a) If an employee's performance declines to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of minimum acceptable competency, and the outside employment may be related to the employee's performance. The Chief of Police may, at his/her discretion, notify the employee of the intent to revoke any previously approved outside employment application. After the appeal process has concluded, the revocation will remain in force until the employee's performance directly related to the outside employment has been re-established to the minimum level of acceptable competency.

(b) If, at any time during the term of an approved outside employment application, an employee's conduct or outside employment conflicts with the provisions of Department policy, or any law.

(c) The outside employment creates an actual or apparent conflict of interest with the Department or District.

1009.3 PROHIBITED OUTSIDE EMPLOYMENT

The Department expressly reserves the right to deny any application submitted by an employee seeking to engage in any activity that:

(a) Involves the employee's use of Department time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage.

(b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act that the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department.

(c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.

(d) Involves time demands that would render performance of the employee's duties for this department below minimum standards or would render the employee unavailable for reasonably anticipated overtime assignments and other job-related demands that occur outside regular working hours.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1009.3.1 OUTSIDE SECURITY EMPLOYMENT

Due to the potential conflict of interest, no member of this department may engage in any outside or secondary employment as a private security guard, private investigator or other similar private security position.

Any private organization, entity or individual seeking special services for security or traffic control from members of this department must submit a written request to the Chief of Police in advance of the desired service. Such outside overtime will be monitored by the patrol supervisor.

(a) The applicant will be required to enter into a written indemnification agreement prior to approval.

(b) The applicant will be required to provide for the compensation and full benefits of all employees requested for such outside security services.

(c) If such a request is approved, any employee working outside overtime shall be subject to the following conditions:

1. The officer shall wear the Department uniform/identification.
2. The officer shall be subject to all the rules and regulations of this department.
3. No officer may engage in such outside employment during or at the site of a strike, lockout, picket or other physical demonstration of a labor dispute.
4. Compensation for such approved outside security services shall be pursuant to normal overtime procedures.
5. Outside security services, outside employment or outside overtime shall not be subject to the collective bargaining process.
6. No officer may engage in outside employment as a peace officer for any other public agency without prior written authorization of the Chief of Police.

1009.3.2 OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE

Any employee making an arrest or taking other official law enforcement action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to Department policy. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment.

1009.3.3 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Deputy Chief, undercover officers or officers assigned to covert operations shall not be eligible to work overtime or other assignments in a uniformed or other capacity that might reasonably disclose the officer's law enforcement status.

1009.4 DEPARTMENT RESOURCES

Employees are prohibited from using any Department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

records or databases of this department or other agencies through the use of the employee's position with this department.

1009.4.1 REVIEW OF FINANCIAL RECORDS
Prior to providing written approval for an outside employment position, the Department may request that an employee provide his/her personal financial records for review/audit in order to determine whether a conflict of interest exists.

Failure of the employee to provide the requested personal financial records could result in revocation of the outside employment application. If, after approving a request for an outside employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide his/her personal financial records for review/audit. If the employee elects not to provide the requested records, his/her outside employment application may be revoked pursuant to this policy.

1009.5 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If an employee terminates his/her outside employment during the period of an approved application, the employee shall promptly submit written notification of such termination to the Chief of Police through the appropriate chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees shall also promptly submit in writing to the Chief of Police any material changes in outside employment including any change in the number of hours, type of duties or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material shall report the change.

1009.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY OR ADMINISTRATIVE LEAVE

Department members engaged in outside employment who are placed on disability or administrative leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether they intend to continue to engage in outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any work-related doctor's orders and make a recommendation to the Chief of Police whether such outside employment should continue or the approved application be suspended or revoked.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify the supervisor of his/her intentions regarding the employment application, a notice of intent to revoke the employee's application will be forwarded to the involved employee and a copy attached to the original employment application. The revocation process outlined in this policy shall be followed.

Criteria for revoking or suspending an approved outside employment application while on disability status or administrative leave includes, but is not limited to, the following:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) The outside employment is medically detrimental to the total recovery of the disabled employee, as indicated by the District's professional medical advisers.

(b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty employee.

(c) The employee's failure to make timely notice of his/her intentions to his/her supervisor.

(d) The outside employment is not compatible with the reason the employee is on administrative leave.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Personal Appearance Standards

1010.1 PURPOSE AND SCOPE

To project uniformity and neutrality toward the public and other members of the Department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1010.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1010.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male recruit and certified officers, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female recruit and certified officers, hair must be no longer than the horizontal level of the bottom of the uniform shoulder patch when the employee is standing erect, and worn up or in a tightly wrapped braid or ponytail.

1010.2.2 MUSTACHES

Mustaches should follow the natural arch of the mouth and should not exceed the upper border of the lip or extend more than a quarter inch horizontally beyond the corners of the mouth.

1010.2.3 SIDEBURNS

A sworn member's sideburns should not exceed a quarter inch below the bottom of the earlobe and should be trimmed with a clean horizontal line along the base, unless attached to a beard.

1010.2.4 FACIAL HAIR

Beards must be well-kempt and should not extend beyond a half-inch from the face. Goatees should not extend more than a quarter inch below the bottom of the chin.

1010.2.5 FINGERNAILS

Fingernails shall be neat, clean, and trimmed, extending no more than ¼ of an inch from the fingertip. Fingernails must not interfere with the operation of any weapons or equipment or personal protective gear, such as gloves. Fingernail polish may be worn with a subdued and moderate color. Fingernail ornaments or jewels are prohibited.

1010.2.6 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Necklaces shall not be visible above the shirt collar.

(b) Earrings shall be small and worn only in or on the earlobe.

(c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

(d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.

(e) Wristwatches shall be conservative and present a professional image.

(f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1010.3 TATTOOS

While on-duty or representing the Regional Transportation District Police Department in any official capacity, members should make every reasonable effort to conceal tattoos or other body art. At no time while the member is on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material. Tattoos and body art on the face and head, above the neckline, or below the wrist is prohibited. The Chief of Police can require an employee to cover all tattoos for a legitimate business need to include court appearances, special events or media appearances.

1010.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire, and is a deviation from normal anatomical features and that is not medically required is prohibited. Such body alteration includes, but is not limited to, the following:

(a) Tongue splitting or piercing

(b) The complete or transdermal implantation of any material other than hair replacement or breast augmentation

(c) Abnormal shaping of the ears, eyes, nose or teeth

(d) Branding or scarification

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Police Uniform Regulations

1011.1 PURPOSE AND SCOPE

The uniform policy of the Regional Transportation District Police Department is established to ensure that uniformed officers, special assignment personnel and civilian employees will be readily identifiable to the public through the proper use and wearing of Department uniforms. Employees should also refer to the following associated policies:

- Firearms Policy
- Department-Owned and Personal Property Policy
- Body Armor Policy
- Personal Appearance Standards Policy

The Regional Transportation District Police Department uniform specifications and procedures are maintained and periodically updated by the Chief of Police or the authorized designee and should be consulted regarding authorized equipment and uniform specifications.

The Regional Transportation District Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

1011.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

(a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.

(b) All peace officers of this department shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Personnel shall wear only the uniform specified for their rank and assignment.

(d) Employees shall not loan any portion of the uniform to others.

(e) Employees shall not permit the uniform to be reproduced or duplicated.

(f) The uniform is to be worn in compliance with the specifications set forth in the Department's uniform specifications and procedures, which are maintained separately from this policy.

(g) All supervisors will perform periodic inspections of their personnel to ensure conformance to the Regional Transportation District Police Department uniform specifications and procedures.

(h) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(i) Uniforms are only to be worn while on-duty, while in transit to or from work, for court or at other official Department functions or events. The Chief of Police or designee may grant additonal exceptions for police related events at their discretion.

(j) If the uniform is worn in transit when driving other than a marked vehicle, an outer garment should be worn over the uniform shirt so as not to bring attention to the employee while off-duty.

(k) Employees are not to purchase or drink alcoholic beverages while wearing any part of the Department uniform, including the uniform pants.

(l) Mirrored sunglasses will not be worn with any Department uniform.

(m) Visible jewelry, other than those items listed below, shall not be worn with the uniform, unless specifically authorized by the Chief of Police or the authorized designee.

1. Wrist watch
2. Wedding rings, class ring or other ring of tasteful design; a maximum of one ring/ set may be worn on each hand.
3. Medical alert bracelet

1011.2.1 DEPARTMENT-ISSUED IDENTIFICATION

The Department issues each employee an official Department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department-issued identification card at all times while on-duty or when carrying a concealed weapon.

(a) Whenever on-duty or acting in an official capacity representing the Department, employees shall display their department-issued identification in a courteous manner to any person upon request and as soon as practicable.

(b) Officers working specialized assignments may be excused from the requirements regarding the possession and display of identification when directed by their Deputy Chief.

1011.3 UNIFORM CLASSES

The various uniform specification classes are those identified in this policy.

1011.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions, such as funerals, graduations, promotions, ceremonies or as directed. The Class A uniform is required for all certified officers. The Class A uniform includes the standard issue uniform with the following:

(a) Long sleeve shirt with tie

(b) Polished shoes

The campaign hat may be worn for events held outdoors. Boots with pointed toes are not permitted.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1011.3.2 CLASS B UNIFORM
All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

(a) The long or short-sleeve shirt may be worn with the collar open. No tie is required.

(b) A white, navy blue or black crew neck undershirt must be worn with the uniform.

(c) All shirt buttons must remain buttoned except for the last button at the neck.

(d) Polished shoes; approved all-black unpolished shoes may be worn.

(e) Boots with pointed toes are not permitted.

1011.3.3 CLASS C UNIFORM
The Class C uniform may be established to allow field personnel cooler clothing during the summer months or for special duty assignments. The Chief of Police will establish the regulations and conditions for wearing the Class C uniform and its specifications.

1011.3.3 SPECIALIZED UNIT UNIFORMS
The Chief of Police may authorize special uniforms to be worn by officers in specialized units, such as Canine Team, bicycle patrol, and other specialized assignments.

1011.3.5 FOUL WEATHER GEAR
The uniform and equipment specifications manual lists the authorized uniform jacket and rain gear.

1011.4 INSIGNIA AND PATCHES

(a) Authorized shoulder patches supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, 3/4 of an inch below the shoulder seam of the shirt, and be bisected by the crease in the sleeve. The department may authorize the wearing of auxiliary or specialty shoulder patches. These patches are not authorized to be worn while in the Class A uniform. Officers may affix auxiliary or specialty patches to one short sleeve and long sleave shirt and the inner jacket shell only. The Chief of Police or designee may, at their discretion, mandate the wearing of the traditional patch at any time. Therefore, members must maintain uniform shirts with the traditional agency patch and have them ready to wear when directed.

(b) Service stripes and other indicators for length of service may be worn on long-sleeve shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn 1 1/2 inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only.

(c) The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first and last name. If an employee's first and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Police. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.

(d) When a jacket is worn, the nameplate or an authorized sewn-on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.

(e) Assignment insignias, (e.g., SWAT, FTO or similar) may be worn as designated by the Chief of Police or the authorized designee.

(f) An American flag pin may be worn, centered above the nameplate. An American flag patch of a size not to exceed 3 inches by 5 inches may be worn on the sleeve or above the right front pocket using appropriate flag display etiquette.

(g) The department-issued badge, or an authorized sewn-on cloth replica, must be worn and be visible at all times while in uniform. Certified non-uniformed personnel will wear or carry their badge in a manner that the badge is in reasonable proximity to their firearm and able to be displayed whenever appropriate.

(h) The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police or the authorized designee may authorize exceptions.

1011.4.1 MOURNING BADGE BAND

Uniformed employees may wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

(a) An officer of this department - From the time of death until midnight on the 14th day after the death.

(b) A peace officer from this state - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of a fallen peace officer.

(d) National Peace Officers Memorial Day (May 15) - From midnight through the following midnight.

(e) As directed by the Chief of Police or the authorized designee.

1011.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require wearing a uniform because recognition and authority are not essential to their function. There are also assignments in which wearing civilian attire is necessary.

(a) All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.

(b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button-style shirts with a collar, slacks or suits that are moderate in style.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses or suits that are moderate in style.

(d) The following items shall not be worn on-duty:

1. T-shirt alone
2. Open-toed sandals or thongs
3. Swimsuit, tube tops or halter tops
4. Spandex type pants or see-through clothing
5. Distasteful printed slogans, buttons or pins
6. Denim pants of any color
7. Shorts
8. Sweatshirts, sweatpants or similar exercise clothing

(e) Variations from this order are allowed at the discretion of the Chief of Police or the authorized designee when the employee's assignment or current task is not conducive to wearing such clothing.

(f) No item of civilian attire may be worn on-duty that would adversely affect the reputation of the Regional Transportation District Police Department or the morale of the employees.

(g) Certified employees carrying firearms while wearing civilian attire should wear clothing that effectively conceals the firearm when outside a controlled law enforcement facility or work area.

1011.6 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM

Unless specifically authorized by the Chief of Police, Regional Transportation District Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize adepartment badge, patch or other official insignia, or cause to be posted, published or displayed, the image of another employee, or identify him/herself as an employee of the Regional Transportation District Police Department to do any of the following:

(a) Endorse, support, oppose or contradict any political campaign or initiative

(b) Endorse, support, oppose or contradict any social issue, cause or religion

(c) Endorse, support or oppose, any product, service, company or other commercial entity

(d) Appear in any commercial, social or nonprofit publication, or any motion picture, film, video, public broadcast, photo, any website or any other visual depiction

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1011.7 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

(a) Any of the items listed in the uniform and equipment specifications manual as optional shall be purchased at the expense of the employee.

(b) Maintenance of optional items shall be the financial responsibility of the purchasing employee (e.g., repairs due to normal wear and tear).

(c) Replacement of items listed in this order as optional shall be done as follows:

1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.

2. When the item is no longer functional because of damage in the course of the employee's duties, it may be replaced following the procedures for the replacement of damaged personal property outlined in the Department-Owned and Personal Property Policy.

1011.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Regional Transportation District Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the uniform and equipment specifications manual or by the Chief of Police or the authorized designee.

Regional Transportation District Police Department employees may not use or carry any tool or other piece of equipment unless specifically authorized in the uniform and equipment specifications manual or by the Chief of Police or the authorized designee.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Police Cadets/Interns

1012.1 PURPOSE AND SCOPE

Cadets work under direct supervision and perform a variety of routine and progressively advanced tasks in an internship program in preparation for a career in law enforcement.

1012.2 EDUCATION REQUIREMENTS

Cadets are required to maintain a minimum grade point average of 2.0 ("C" grade) for all courses taken. Cadets shall complete a minimum of 12 credit hours per semeseter and shall be enrolled in a -year degree program at a Colorado accredited institution, in good academic standing. Prior to application, cadets are required to have completed 90 credit hours.

1012.3 PROGRAM COORDINATOR

The Training Lieutenant will serve as the program coordinator. The program coordinator will be responsible for tracking the educational and job performance of cadets as well as making their individual assignments throughout the Department. The program coordinator will also monitor the training provided for all cadets and review all decisions affecting job assignments, status for compensation, school attendance and performance evaluations.

1012.3.1 PROGRAM ADVISERS

The program coordinator may select individual officers to serve as advisers for the Cadet Program. These officers will serve as mentors for each cadet. Cadets will bring special requests, concerns and suggestions to their program adviser for advice or direction before contacting the program coordinator. One adviser may be designated as the coordinator's assistant to lead scheduled meetings and training sessions involving the cadets. Multiple cadets may be assigned to each program adviser. Program advisers are not intended to circumvent the established chain of command. Any issues that may be a concern of the individual's supervisor should be referred back to the program coordinator.

1012.4 ORIENTATION AND TRAINING

Newly appointed cadets will receive an orientation of the organization and facilities before reporting to their first assignment. On-the-job training will be conducted in compliance with the Cadet Training Manual. Training sessions will be scheduled as needed to train cadets for as many assignments as possible. In addition to job-specific training, information will be offered to prepare cadets to compete successfully in the police officer selection process, as well as the academy training. All training will focus on improving job performance, as well as preparation to become police officers. These meetings will also offer an opportunity to receive continuous feedback regarding progress of the program.

1012.5 CADET AND EXPLORER UNIFORMS

Each cadetwill be provided two uniforms meeting the specifications described in the uniform and equipment specifications manual for civilian employees.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1012.6 ROTATION OF ASSIGNMENTS

Rotating job assignments should occur on a regular basis to enhance the career development for each cadet. Department needs and concerns will take precedence over individual cadet considerations, with the final decision resting with the Training Lieutenant.

In general, senior cadets will be assigned to positions requiring more technical skill or responsibility, including training other cadets for new assignments.

PATROL DIVISION (Assignment 1 of 4):

Cadets will be assigned a solo officer whom they will ride-a-long with for the duration of their assigned shift. At the conclusion of this assignment, Cadets will be able to identify essential responsibilities of patrol officers in their daily operations. These responsibilities may include the following:

(a) Emergency vehicle operations
(b) Foot patrol
(c) Sector assignments
(d) Arrest procedures
(e) Community relations
(f) Location and orientation
(g) Officer safety
(h) Decision making/problem solving
(i) Investigations
(j) Radio use
(k) Computer use
(l) Knowledge of criminal codes.
(m) Other responsibilities as needed

COMMUNICATIONS DIVISION (Assignment 2 of 4):

Cadets will be assigned a solo communications specialist (Dispatcher) whom they will observe in their respective communications center (TPC1 or TPC2). At the conclusion of this assignment, Cadets will be able to describe essential functions and responsibilities of communication specialist. These responsibilities may include the following:

(a) Radio use
(b) Dispatching police officers, security officers, and other resources to calls
(c) Computer Aided Dispatch (CAD) use
(d) Emergency telephone use
(e) Transit watch complaints

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(f) Operation of surveillance cameras

(g) Multi-tasking

(h) NCIC/CCIC use

(i) Telephone communications

(j) Multi-agency coordination and information sharing

(k) Other responsibilities as needed

VIDEO INVESTIGATIONS DIVISION (Assignment 3 of 4):

Cadets will be assigned an employee of the Video Investigations Division whom they will observe for the duration of their assigned shift. At the conclusion of this assignment Cadets will be able to demonstrate the following functions:

(a) Orientation and operation of surveillance cameras

(b) Processing CORA requests

(c) Virtually and physically extracting surveillance footage

(d) Documentation of officer's Body Worn Camera (BWC) footage

(e) Evidence.com use

(f) Sharing video with outside agencies (multi-agency cooperation)

(g) Redacting video footage prior to release

(h) Other functions as needed

ADMINISTRATION (Assignment 4 of 4):

Cadets will be provided administrative duties as needed during this assignment. While operating under the administrative designation, Cadets will be expected to demonstrate competency in the following tasks or rolls:

(a) Processing summons' and citations

(b) Documentation and filing of suspension notices

(c) Managing complaints

(d) Fleet maintenance

(e) Maintenance of the Police Department and equipment

(f) Time management while completing assignments

(g) Recruitment

(h) Community functions

(i) Other responsibilities as needed

While assigned to the Administrative Division, Cadets may be expected to attend or observe trainings related to the following:

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(a) Conflict resolution
(b) Community policing
(c) Anti-biased policing
(d) Firearm use and safety
(e) State and municipal laws
(f) Department Policy and Procedures
(g) Radio Communications
(h) Defensive (Self-defense) tactics
(i) Other training as needed

While attending or observing trainings, Cadets may be asked to participate or assist at the discretion of the designated instructor. Cadets assisting with firearms trainings are not permitted to handle or manipulate firearms and may only function in an observational capacity or assist in range maintenance or set up, per the direction of the designated firearm instructor.

1012.7 RIDE-ALONG PROCEDURES

All cadets are authorized to participate in the Ride-Along Program, provided ride-along standards are met and as approved by their immediate supervisor and the appropriate Shift Sergeant. Applicable waivers must be signed in advance of the ride-along. Cadets shall wear their uniform while participating in a ride-along.

1012.8 SCHEDULES

The RTD Transit Police Department is committed to reasonably accommodating Cadet's schedule to achieve a work/school balance to ensure attending college courses is the top priority. A consistent weekly schedule should be considered to reinforce routine and timeliness, consistent with careers in public safety. However, scheduling shall be flexible to ensure the Cadet maintains a minimum of 10 hours worked during any given work week. Cadets will be encouraged to work 5-hour shifts, 10-hour shifts, or any combination of such to ensure they meet the minimum 10-hour weekly requirement but not exceed 20 hours worked per week. However, Cadets will be required to work a minimum of at least 2 hours per shift.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Department Badges

1013.1 PURPOSE AND SCOPE

A Regional Transportation District Police Department badge and uniform patch as well as the likeness of these items and the name of the Regional Transportation District Police Department are property of the Department and their use shall be restricted as set forth in this policy.

1013.2 POLICY

The uniform badge shall be issued to Department members as a symbol of authority. The use and display of Department badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1013.2.1 FLAT BADGE

Certified officers, will be issued a flat badge that can be carried in a wallet upon the successful completion of the FTO program. The use of the flat badge is subject to all the same provisions of Department policy as the uniform badge.

(a) An officer may sell, exchange or transfer the flat badge he/she purchased to another officer within the Regional Transportation District Police Department with the written approval of the Chief of Police or the authorized designee.

(b) Should the flat badge become lost, damaged or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Department-Owned and Personal Property Policy.

(c) An honorably retired officer may keep his/her flat badge upon retirement.

(d) The purchase, carrying or display of a flat badge is not authorized for civilian personnel.

1013.2.2 CIVILIAN PERSONNEL

Badges and Department identification cards issued to civilian personnel shall be clearly marked to reflect the position of the assigned employee (e.g. parking control, dispatcher).

(a) Civilian personnel shall not display any Department badge except as a part of his/her uniform and while on-duty or otherwise acting in an official and authorized capacity.

(b) Civilian personnel shall not display any Department badge or represent him/herself, on- or off-duty, in such a manner which would cause a reasonable person to believe that he/she is a certified officer.

1013.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement employees may purchase their assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia, as other uses of the badge may be unlawful or in violation of this policy.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1013.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all certified employees and civilian uniformed employees for official use only. The Department badge, shoulder patch or the likeness thereof, or the Department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as electronic mail or websites and web pages.

The use of the badge, uniform patch and Department name for all material (e.g., printed matter, products or other items) developed for Department use shall be subject to approval by the Chief of Police or the authorized designee.

Employees shall not loan the badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1013.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the Department badge shall not be used without the express authorization of the Chief of Police or the authorized designee and shall be subject to the following:

(a) The employee associations may use the likeness of the Department badge for merchandise and official association business, provided it is used in a clear representation of the association and not the Regional Transportation District Police Department. The following modifications shall be included:

    1. The text on the upper and lower ribbons is replaced with the name of the employee association.

    2. The badge number portion displays the acronym of the employee association.

(b) The likeness of the Department badge for endorsement of political candidates shall not be used without the express approval of the Chief of Police or the authorized designee.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Speech, Expression, and Social Networking

1014.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Regional Transportation District Police Department.

This policy applies to all forms of communication including but not limited to digital media, print media, public or private speech, and use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1014.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Regional Transportation District Police Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Department will carefully balance the individual member's rights against the needs and interests of the Department when exercising a reasonable degree of control over its members' speech and expression.

1014.3 SAFETY

Members should carefully consider the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of Regional Transportation District Police Department members, such as posting personal information in a public forum or posting a photograph taken with a Global Positioning System (GPS)-enabled camera, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

- Disclosing the address of a fellow department member.
- Otherwise disclosing where another officer can be located off-duty.

1014.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Regional Transportation District Police Department or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to or related to the Regional Transportation District Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Regional Transportation District Police Department or its employees. Examples include statements that indicate disregard for the law or the state or U.S. Constitution; expression that demonstrates support for criminal activity; participating in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen to jeopardize employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Regional Transportation District Police Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial gain, or data classified as confidential by state or federal law, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Regional Transportation District Police Department on any personal or social networking or other website or web page without the express authorization of the Chief of Police.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(h) Accessing websites for unauthorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communications may be warranted by the circumstances (e.g., informing family of extended hours).
2. During authorized breaks; such usage should be limited as much as practicable to areas out of the sight and sound of the public and shall not be disruptive to the work environment.

In addition, an employee is required to take reasonable and prompt action to remove any content that is in violation of this policy, whether posted by the employee and/or others, from any web page or website maintained by the employee (e.g., social or personal website).

1014.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the Regional Transportation District Police Department or identify themselves in any way that could be reasonably perceived as representing the Department in order to do any of the following, unless specifically authorized by the Chief of Police:

(a) Endorse, support, oppose, or contradict any political campaign or initiative.

(b) Endorse, support, oppose, or contradict any social issue, cause, or religion.

(c) Endorse, support, or oppose any product, service, company, or other commercial entity.

(d) Appear in any commercial, social, or nonprofit publication; or any motion picture, film, video, or public broadcast; or on any website.

Additionally, when it can reasonably be construed that a member, acting in their individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Regional Transportation District Police Department.

Members retain their rights to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command, or advise another member to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1014.4.2 CIVIL LIABILITY
Members should consider that they may be subject to civil litigation for:

(a) Publishing or posting false information that harms the reputation of another person, group or organization.

(b) Publishing or posting private facts and personal information about someone that has not been previously revealed to the public, is not of legitimate public concern and would be offensive to a reasonable person.

(c) Using someone else's name, likeness or other personal attributes without that person's permission or for an exploitative purpose.

(d) Publishing the creative work of another, trademarks or certain confidential information without the permission of the owner.

1014.5 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to emails, texts, or anything published or maintained through file-sharing software or any internet site, including social media, that is accessed, transmitted, received, or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

1014.5.1 OTHER PRIVACY CONSIDERATIONS
Members should consider that privacy protection varies among social media sites and personal information posted on such sites may not be protected.

1014.6 CONSIDERATIONS
In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or the authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of their duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1014.7 TRAINING
Subject to available resources, the Department should provide training regarding the limitations on speech, expression, and use of social networking to all members of the Department.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Line-of-Duty Deaths

1015.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Regional Transportation District Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy for a non-line-of-duty death, or in situations where members are injured in the line of duty and the injuries are life-threatening.

1015.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of an officer during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing assigned duties.

For an officer, a line-of-duty death includes death that is the direct and proximate result of a personal injury sustained in the line of duty (34 USC § 10281).

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin, or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1015.2 POLICY

It is the policy of the Regional Transportation District Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1015.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Shift Sergeant and Transit Police Communications.

1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Chief Communications Officer section of this policy).

(b) The Shift Sergeant should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(c) If the member has been transported to the hospital, the Shift Sergeant or the authorized designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

(d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1015.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Shift Sergeant, or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department chaplain.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity, and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.

(e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities, and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.

(f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(g) Offer to call other survivors, friends, or clergy to support the survivors and to avoid leaving survivors alone after notification.

(h) Assist the survivors with meeting child care or other immediate needs.

(i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes, and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

(j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.

(k) Provide their contact information to the survivors before departing.

(l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.

(m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Regional Transportation District Police Department members may be apprised that survivor notifications are complete.

1015.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.

(b) The Department Liaison may assist in making transportation arrangements for the member’s survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1015.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shifts. Members reporting for duty from their residences should be instructed to contact their supervisors as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

1015.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

(a) Department Liaison.

(b) Hospital Liaison.

(c) Survivor Support Liaison.

(d) Wellness Support Liaison.

(e) Funeral Liaison.

(f) Mutual aid coordinator.

(g) Benefits Liaison.

(h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed. The Department should consider seeking assistance from surrounding law enforcement agencies to fill liaison and coordinator positions, as appropriate.

1015.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Deputy Chief or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include but are not limited to:

(a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System.

(b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.

(c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.

(e) Coordinating all official law enforcement notifications and arrangements.

(f) Making necessary contacts for authorization to display flags at half-staff.

(g) Reminding department members of appropriate information-sharing restrictions regarding the release of information that could undermine future legal proceedings.

(h) Coordinating security checks of the member's residence as necessary and reasonable.

(i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1015.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

(a) Establish a command post or incident command system, as appropriate, to facilitate management of the situation and its impact on hospital operations (e.g., influx of people, parking).

(b) Arrange for appropriate and separate waiting areas for:

1. The survivors and others whose presence is requested by the survivors.
2. Department members and friends of the deceased member.
3. Media personnel.

(c) Ensure, as practicable, that any suspects who are in the hospital and their families or friends are not in proximity to the member's survivors or Regional Transportation District Police Department members (except for members who may be guarding a suspect).

(d) Arrange for survivors to receive timely updates regarding the member before information is released to others.

(e) Arrange for survivors to have private time with the member, if requested.

1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
2. The Hospital Liaison should accompany the survivors into the room, if requested.

(f) Stay with survivors and provide them with other assistance as needed at the hospital.

(g) If applicable, explain to the survivors why an autopsy may be needed.

(h) Make arrangements for hospital bills to be directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment, and that the member's residence address, insurance information, and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include but are not limited to:

- Arranging transportation for the survivors back to their residence.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting their actions at the conclusion of duties.

1015.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Deputy Chief. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- The selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include but are not limited to:

(a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes, and other locations, as appropriate.

(b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.

(c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.

(d) Providing assistance with travel and lodging arrangements for out-of-town survivors.

(e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:

1. Items should not be delivered to the survivors until they are ready to receive the items.
2. Items not retained as evidence should be delivered in a clean, unmarked box.
3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
4. The return of some personal effects may be delayed due to ongoing investigations.

(f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.

(g) Working with the Wellness Support Liaison for survivors to have access to available counseling services.

(h) Coordinating with the department's Chief Communications Officer (Chief Communications Officer) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Chief Communications Officer section of this policy).

(i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal, and administrative investigations.

(j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

(k) Introducing survivors to prosecutors, victim's assistance personnel, and other involved personnel as appropriate.

(l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).

(m) Inviting survivors to department activities, memorial services (e.g., as applicable, the Annual Candlelight Vigil at the National Law Enforcement Officers Memorial), or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1015.6.4 WELLNESS SUPPORT LIAISON

The Wellness Support Liaison should work with the department wellness coordinator or the authorized designee and other liaisons and coordinators to make wellness support and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the Wellness Support Liaison include but are not limited to:

(a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for wellness support and counseling services, including:

1. Members involved in the incident.

2. Members who witnessed the incident.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

3. Members who worked closely with the deceased member but were not involved in the incident.

(b) Making arrangements for members who were involved in or witnessed the incident to be relieved of department responsibilities until they can receive wellness support.

(c) Making wellness support and counseling resources (e.g., peer support, Critical Incident Stress Debriefing) available to members as soon as reasonably practicable following the line-of-duty death.

(d) Coordinating with the Survivor Support Liaison to inform survivors of available wellness support and counseling services and assisting with arrangements as needed.

(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional wellness support or counseling services are needed.

1015.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison, and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include but are not limited to:

(a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.

(b) Completing funeral notification to other law enforcement agencies.

(c) Coordinating the funeral activities of the Department, including but not limited to the following:

1. Honor Guard
    (a) Casket watch
    (b) Color guard
    (c) Pallbearers
    (d) Bell/rifle salute
2. Bagpipers/bugler
3. Uniform for burial
4. Flag presentation
5. Last radio call

(d) Briefing the Chief of Police and command staff concerning funeral arrangements.

(e) Assigning an officer to remain at the family home during the viewing and funeral.

(f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

(g) Addressing event-related logistical matters (e.g., parking, visitor overflow, public assembly areas).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1015.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

(a) Traffic control during the deceased member's funeral.

(b) Area coverage so that as many Regional Transportation District Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform duties in accordance with the Outside Agency Assistance Policy.

Where practicable, the Chief of Police should appoint a mutual aid coordinator to identify external resources in advance of any need (e.g., regional honor guard teams, county- or state-wide resources).

1015.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include but are not limited to:

(a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury and Death Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the following:

1. Public Safety Officers' Benefits Program, including financial assistance available through the Public Safety Officers' Educational Assistance (PSOEA) Program, as applicable (34 USC § 10281 et seq.)
2. Social Security Administration
3. Department of Veterans Affairs

(c) Researching and assisting survivors with application for state and local government survivor benefits:

1. Survivor or domestic partner pension benefits (CRS § 31-31-807 et seq.; CRS § 14-15-107)
2. Survivor death benefits (CRS § 24-33.5-122)
3. Disability benefits (CRS § 31-31-803)
4. Educational benefits (CRS § 23-3.3-205)
5. Insurance benefits (CRS § 31-31-902; CRS § 31-31-903)

(d) Researching and assisting survivors with application for other survivor benefits such as:

1. Private foundation survivor benefits programs.
2. Survivor scholarship programs.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

(e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1015.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

(a) Establishing methods for purchasing and monitoring costs related to the incident.

(b) Providing information on finance-related issues, such as:

1. Paying survivors' travel costs if authorized.

2. Transportation costs for the deceased.

3. Funeral and memorial costs.

4. Related funding or accounting questions and issues.

(c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.

(d) Providing accounting and cost information as needed.

1015.7 CHIEF COMMUNICATIONS OFFICER

In the event of a line-of-duty death, the department's Chief Communications Officer should be the department's contact point for the media. As such, the Chief Communications Officer should coordinate with the Department Liaison to:

(a) Collect and maintain the most current incident information and determine what information should be released.

(b) Instruct department members to direct any media inquiries to the Chief Communications Officer.

(c) Prepare necessary press releases.

1. Coordinate with other entities having media roles (e.g., outside agencies involved in the investigation or incident).

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

2. Disseminate important public information, such as information on how the public can show support for the Department and deceased member's survivors.

(d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.

(e) Respond, or coordinate the response, to media inquiries.

(f) If requested, assist the member's survivors with media inquiries.

1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.

(g) Release information regarding memorial services and funeral arrangements to department members, other agencies, and the media as appropriate.

(h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media have obtained identifying information for the deceased member prior to survivor notification, the Chief Communications Officer should request that the media withhold the information from release until proper notification can be made to survivors. The Chief Communications Officer should notify media when survivor notifications have been made.

1015.8 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. Chaplain duties may include but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support, or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1015.9 INVESTIGATION OF THE INCIDENT

The Chief of Police should make necessary assignments to conduct thorough investigations of any line-of-duty death and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends, or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

1015.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1015.11 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Early Intervention System

1016.1 PURPOSE AND SCOPE

A. The Early Intervention System (EIS) is intended to assist police supervisors and managers in identifying employees whose performance warrants review and, where appropriate, intervention in circumstances that may otherwise have negative consequences for the employee, the department, or the community. The EIS is an essential component of good discipline within a well-managed organization. The system provides a mechanism for tracking and reviewing incidents that pose a risk to the involved employees, the department, and the community. It is the duty of all supervisors to directly monitor the performance and behavior of personnel assigned to them. The EIS is a tool to assist supervisors in monitoring employee performance and identifying employee patterns of misconduct.

1016.2 PROCEDURE

A. The Professional Services Commander or their designee shall be responsible for the collection and maintenance of data related to the EIS and the generation of reports specified in this policy or as otherwise directed by Executive Staff.

B. The Internal Affairs Bureau shall collect and report on the data and information based upon department norms. The norms established to activate the EIS are listed below:

1. Three Internal Affairs investigations in 12 months;
2. Two preventable traffic accidents in 12 months;
3. Three traffic violations (including photo radar and complaints) in 12 months;
4. Two sustained internal affairs complaints in 12 months;
5. Four use-of-force incidents in a rolling six-month period.

C. Internal Affairs shallreview any EIS Alert generated by the system and assign to the appropriate Lieutenant or Commander. They, along with the employees direct supervisor will develop a summary of relevant events, which may include allegations of employee misconduct, use of force reports, performance indicators, and any mitigating factiors to include the use of de-escalation tacticsAfter reviewing all documents, the Lieutenant/Commander, along with the immediate supervisor, will meet with the employee as soon as practical. Supervisors should be prepared to make recommendations to the employee and include referral information when appropriate. These may include, but are not limited to:

1. Supervisory counseling
2. Referral to a peer support program
3. Referral to a qualified mental health professional
4. Corrective action

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

5. Fitness-for-duty evaluation
6. Additional training
7. Reassignment or transfer
8. Dismissal
9. No action

A. The Lieutenant/Commander will complete a written review, documenting their findings, recommendations, and the employee's response. This information will be entered into the employee's personnel file.

A. The supervisor and/or Commander will be responsible for updating and closing the EIS alert.

A. Supervisors shall monitor and document the employee's performance in achieving the goal(s) established in the action plan in the employee's log and performance evaluation.

A. Annually, the Professional Services Commander shall conduct a review and analysis of organizational findings of the Early Intervention System to identify collective patterns of behavior.

A. The Employee Incident Review Committee will review each Early Intervention Report that is generated. The purpose of the review will be to identify any trends and/or training concerns.

1016.3 RULES

A. Early Intervention System Reports shall not form the basis for a disciplinary action.

A. An employee may only be ordered to submit to a psychological evaluation when it is appropriate under the Fitness for Duty policy.

A. The EIS records shall be maintained as directed by the Custodian of Records.

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Attachments

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District
Police Department

Emergency Operations Plan-Base Plan with Annexes SIGNED.pdf

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Regional Transportation District Emergency Operations Plan

Prepared by Department of Transit Police and Emergency Management

RTD Emergency Operations Plan

Table of Contents

Promulgation Statement *4*

Approval and Implementation *5*

Record of Changes *6*

Acronyms Used *7*

Signature Page *8*

Introduction *9*

Purpose *10*

Scope *10*

Situation *11*

Threat, Hazard, and Vulnerability Analysis *12*
Critical Facilities and Infrastructure Summary 12

Planning Assumptions *13*

Concept of Operations *14*
Plan Activation 14
Phases of Emergency Management 14

Organization and Assignment of Roles and Responsibilities *17*
Agency Roles and Responsibilities 17
Department/Division Responsibilities 17

Direction, Control, and Coordination *26*
National Incident Management System (NIMS) 26
Incident Command System (ICS) 26
Incident Command 28
Unified Command 29
Transfer of Command 29
Incident Coordination and/or Response Structures 29
Incident Command Post (ICP) 29

Emergency Operations Center (EOC) *30*
EOC Goals 30
EOC Activation Levels 31
EOC Equipment 31
EOC Staffing 32
EOC Activation 32
Policy Group 33
EOC Table of Organization 33

Information Collection, Analysis and Dissemination *34*
Situational Awareness 34
Information Collection 34
Information Analysis 35
Dissemination 35
Internal Messaging 35
Public Messaging 35

Communications *35*
Alert and Notification 36
Notification of Key Leaders 36
EOC Communications 37
Public Warning 37
Public Information Officer (PIO) 37

Finance and Administration Matters *38*
Employee Reassignment 38
Worker's Compensation 38
Insurance and Financial Liability 38
Timekeeping 38
Records Retention 38
Documenting Response and Recovery Operations 39
After Action Reporting (AAR) 39
Financial Authorities and Policies 39
Emergency Procurement and Spending 39
Emergency Contracting 40

Plan Development and Maintenance *40*
EOP Coordination 40
Planning and Coordination Responsibility 41
EOP Updates 41

Continuity of Operations Plan (COOP) *41*
General Manager and CEO 41
Chief of Police and Emergency Management 42
Emergency Management Specialist 42

Functional Annexes 43

Annex A: Bus Operations 44

Annex B: Commuter Rail 50

Annex C: Light Rail Operations 57

Annex D: Paratransit Services 68

Annex E: Capital Programs 92

Annex F: Transit Police and Emergency Management Department 96

Hazard Specific Annexes 102

Annex G: Winter Weather Annex 103

Annex H: Flood Annex 109

Annex I: Wildfire Annex 115

Annex J: Active Assailant Annex 121

RTD Emergency Operations Plan

Annex K: Cybersecurity Incident 128

Annex L: Hazardous Materials Annex 153

Annex M: Power Failure 162

Annex N: Train Derailment Annex..... 168

RTD Emergency Operations Plan

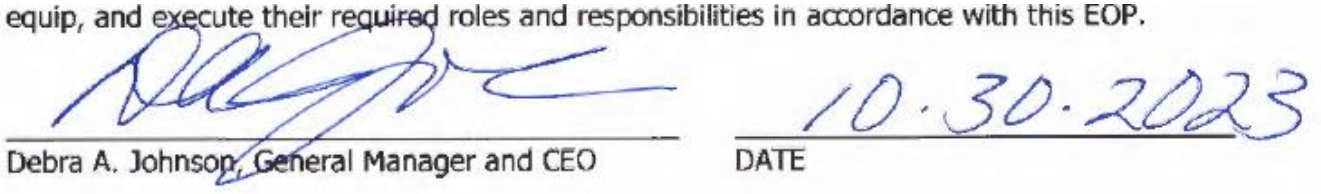
Promulgation Statement

The Regional Transportation District's (RTD) Emergency Operations Plan (EOP), including all annexes and appendices, provides a comprehensive, flexible framework for system-wide emergency management affecting the agency and is effective as of the date signed by the General Manager and CEO.

The EOP addresses the roles and responsibilities of emergency management of RTD departments, as well as partner agencies, and provides a link to federal, state, local, territorial, tribal, and private organizations and resources that may be called upon to assist and participate in response to incidents that occur throughout RTD's service area.

The EOP was developed using recognized state and federal guidance that includes: Federal Emergency Management Agency (FEMA) Target Capabilities List; FEMA Core Capabilities; FEMA's National Preparedness Frameworks; the National Incident Management System (NIMS); FEMA's Comprehensive Preparedness Guide (CPG) 101; FEMA CPG 201; the Colorado Emergency Management Program Guide; and relevant laws and authorities pertinent to emergency management in Public Transportation.

The EOP is designed to minimize the disruption of the agency's core function by establishing a system of collaboration during times of significant disruption. To meet this goal, it is imperative that RTD, partner, and stakeholder agencies, and their personnel prepare, train, exercise, equip, and execute their required roles and responsibilities in accordance with this EOP.



Debra A. Johnson, General Manager and CEO

10.30.2023
DATE

RTD Emergency Operations Plan

Approval and Implementation

This Emergency Operations Plan (EOP) for the Regional Transportation District (RTD) serving the Denver Metro Area is effective and considered approved upon signing by the General Manager and CEO and the Chief of Transit Police and Emergency Management. This plan supersedes all previous plans for emergency management.

The General Manager and CEO authorizes certain RTD officials to make certain modifications to this plan without the express written approval of the General Manager and CEO. These authorized modifications must be recorded in the Record of Changes section of this plan and supplied to the Emergency Management Specialist to avoid version errors.

Authorized modifications include:

- Changes to contact information
- Updates to reflect lessons learned from exercises and real events as expressed in formal After Action Reviews
- Updates resulting from changing laws or regulations

The following RTD officials have the authority to make the above-named changes.

1. Chief of Transit Police and Emergency Management
2. Emergency Management Specialist

Debra A. Johnson, General Manager and CEO — DATE: 10.30.2023

Dr. Joel Fitzgerald — DATE: 10/26/2023

Joel Fitzgerald, Chief of Transit Police and Emergency Management

RTD Emergency Operations Plan

Record of Changes

Date	Editor	Content Changes
10/16/2023	Diana Rawles	Addition of annexes, minor changes to Base Plan content

Acronyms Used

AAR	After Action Review/Report
BNSF	Burlington Northern Santa Fe
CAO	Chief Administrative Officer
CCEO	Chief Communications and Engagement Officer
CDHSEM	Colorado Department of Homeland Security and Emergency Management
CIMP	Cybersecurity Incident Response Plan
CDOT	Colorado Department of Transportation
CFO	Chief Financial Officer
COO	Chief Operations Officer
COOP	Continuity of Operations Plan
CPG	Comprehensive Preparedness Guide
CPO	Chief People Officer
CSO	Chief Safety Officer
DRCOG	Denver Region Council of Governments
DUS	Denver Union Station
EM	Emergency Management
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
HSEEP	Homeland Security Exercise Evaluation Program
HSPD	Homeland Security Presidential Directive

IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IS	Independent Study
IT	Information Technology
LEPC	Local Emergency Planning Committee
NCR/UASI	North Central Region/Urban Area Security Initiative
NIMS	National Incident Management System
NGO	Non-governmental Organization
NWS	National Weather System
OCC	Operations Control Center
OCS	Overhead Catenary System
OEM	Office of Emergency Management
PIO	Public Information Officer
PR	Purchase Requisition
RTD	Regional Transportation District
RTDC	Regional Transportation District-Commuter Rail
RTD-PD	Regional Transportation District Transit Police and Emergency Management Department
SCC	Security Control Center
SitRep	Situation Report
SOP	Standard Operating Procedure

Signature Page

The following agency leaders have reviewed the plan and acknowledge their department's roles and responsibilities.

Dr. Joel Fitzgerald 10/26/2023

Joel Fitzgerald, Chief of Transit Police and Emergency Management DATE

Michael Ford Digitally signed by Michael Ford Date: 2023.10.27 16:00:19 -06'00'

Michael Ford, Chief Operations Officer DATE

10/26/2023

Doug MacLeod, Chief Financial Officer DATE

Polege, Charlene - 24820 Digitally signed by Polege, Charlene - 24820 Date: 2023.10.26 10:59:10 -06'00'

Charlene Polege, Chief People Officer DATE

10/27/2023

Leah Riley, Chief Administrative Officer DATE

Snyder, Melanie - 23947 Digitally signed by Snyder, Melanie - 23947 Date: 2023.10.26 08:49:35 -06'00'

Melanie J. Snyder, General Counsel DATE

October 10, 2023

Stuart Summers, Chief Communications and Engagement Officer DATE

Vishwakarma, Jyotsna - 19717 Digitally signed by Vishwakarma, Jyotsna - 19717 DN: E=Jyotsna.Vishwakarma@RTD-Denver.com, CN="Vishwakarma, Jyotsna - 19717", OU=Salaried Accounts, OU=RTD Users, OU=RTD, DC=rtd-denver, DC=com Date: 2023.10.27 13:33:04-06'00'

Jyotsna Vishwakarma, Assistant General Manager of Capital Programs-Acting DATE

Brian Welch 10.26.2023

Brian Welch, Assistant General Manager of Planning-Acting DATE

Dave Jensen Digitally signed by Dave Jensen Date: 2023.10.26 09:04:01 -06'00'

Dave Jensen, Assistant General Manager of Rail Operations DATE

Fred Worthen Digitally signed by Fred Worthen Date: 2023.10.26 13:26:42 -06'00'

Fred Worthen, Assistant General Manager of Bus Operations DATE

In concurrence with the above

10.30.2023

Debra A. Johnson, General Manager and CEO DATE

RTD Emergency Operations Plan

Introduction

Recognizing that significantly disruptive events can occur anytime and have far-reaching impacts, RTD has developed the following Emergency Operations Plan (EOP) to guide response activities and ensure effective and efficient coordination. The EOP enhances the agency's ability to help prevent, prepare for, respond to, recover from, and mitigate against all hazards that threaten RTD and its customers, employees, resources, equipment, and surrounding environment.

RTD's service area is exposed to a number of hazards, discussed later in this document and within the hazard-specific plans in Annexes G-N. The EOP includes information for the preparation, response, recovery, and mitigation for an all-hazards approach to emergency management. In addition, the Continuity of Operations Plan (COOP, 2023) identifies systems to maintain the operations of RTD despite disruption and may be a useful reference during emergencies. Further, the Cybersecurity Incident Response Procedure (CIMP, 2022) outlines how RTD will respond to a malicious attack upon its information technology infrastructure and is included in this document as Annex K. This document also incorporates Functional Annexes (Annex A-F) supplied by each group: Bus Operations, Commuter Rail Operations, Light Rail Operations, Paratransit, Capital Programs, and Transit Police.

The EOP utilizes emergency management principles such as a whole community planning process and will incorporate partnerships with governmental entities and the private sector. Emergency management principles are designed to include individuals with access and functional needs, such as mobility challenges, Limited English Proficiency as well as any age-related need.

RTD will activate the EOP when the agency must respond to an emergency that requires coordination across transit modes and agency functions and with local, state, federal, territorial, and tribal governmental entities. In addition, RTD may activate the EOP to coordinate support for a pre-planned event.

The EOP addresses the roles and responsibilities of departments within RTD, as well as partner agencies, and provides a link to federal, state, local, territorial, tribal, and private organizations and resources that may be called upon to assist and participate in response to incidents that occur throughout the locations that may default to this EOP pursuant to Colorado Revised Statute § 24-33.5-707.

RTD Emergency Operations Plan

Purpose

The purpose of the EOP is to establish the necessary framework to support a coordinated response to all incidents across the agency and RTD's service area as it relates to RTD service including federal, state, and local governmental entities as well as private sector organizations. It assigns roles and responsibilities for all RTD departments and divisions for preparedness and response activities before, during, and after an emergency. It also provides for the systematic integration of additional emergency resources but does not replace other federal, state, or national emergency operations plans or procedures. Further, it does not remove responsibility for each functional group (bus operations, light rail, commuter rail, paratransit, transit police, and capital programs) within RTD to develop their own procedures, policies, and standard operating procedures for managing emergencies.

The EOP is comprised of a base plan and supporting annexes, appendices, policies, and procedures. The base plan establishes the structure and provides guidance for a timely and coordinated response, internal communications, information gathering, information sharing, decision-making, and roles and responsibilities for coordinating incident operations. The annexes, appendices, procedures, and policies provide the tools that support the implementation of the base plan. The EOP is drafted to be adaptable to any situation in which RTD responds to an emergency regardless of the level of severity and outlines how to prevent, prepare for, respond to, recover from, and mitigate the potential hazards identified within RTD's service area.

Further, this plan prescribes the activities to be taken by RTD's Leadership Team and public safety leadership to protect the lives of customers, employees, property and environment in the event of a natural, human-caused, or technological emergency, including acts of terrorism.

Scope

This plan applies to all agency operations within the service area and all staff and property owned by the agency.

Each department and division listed in the EOP is responsible for understanding its own emergency authority and procedures when implementing the provisions of the EOP.

RTD Emergency Operations Plan

Situation

RTD was created in the General Assembly of the State of Colorado in 1969 by Chapter 231 Laws of Colorado 1969, currently codified part 1 of article 9 of title 32, Colorado Revised Statutes to provide mass transportation to the inhabitants of the region. RTD is governed by a 15-member, publicly elected Board of Directors, with each Director representing approximately 200,000 constituents within their respective district.

RTD operates in eight counties with coverage of the entirety of Denver, Broomfield, and Jefferson counties and partial coverage in Adams, Arapahoe, Boulder, Douglas, and Weld counties. These counties contain 40 municipalities. RTD's service area covers 2,342 square miles populated by more than three million people.

RTD's operates bus, light rail, commuter rail, and paratransit services. Rail operates on fixed alignments with RTD owning or leasing rights of way. Three of the four commuter rail alignments are operated by Denver Transit Operators/Partners. All light rail, and the N Line of commuter rail are entirely operated by RTD. Bus service is provided through fixed route and on-demand service, accomplished with roughly 50 percent of buses operated by contractors. Fixed routes are reviewed three times annually to make adjustments for changing landscape and efficiency. Paratransit is entirely on-demand with all service delivery provided by contractors. There are 9,750 bus stops along 140 bus routes, 113 miles of rail service including 78 stations along 10 rail lines, and 96 Park-n-Ride facilities. Denver Union Station (DUS) is the central hub of the system, with A, B, G, and N commuter rail and E and W light rail lines terminating there. Amtrak trains are also dispatched into DUS.

The agency includes the Transit Police and Emergency Management Department, which enforces RTD policies and procedures and protects the safety and security of RTD customers and employees. This is the only department within RTD with traditional first response responsibilities.

RTD's service area includes Denver International Airport, which is the third busiest passenger airport in the world in 2022 and a critical resource for the provision of emergency supplies. The airport is serviced by the A Line commuter rail service, which connects the airport to DUS, as well as AB1, AT/ATA, 104L, 145X, and 169L buses. In addition, the service area includes portions of interstates 70, 76, 25, and 225. Major thoroughfares also include E-470, US 6, US 36, US 285, and US 287/I-70 Business Corridor.

Burlington Northern Santa Fe (BNSF) railway and Union Pacific railroads are the main freight rail operators in the service area, at times running parallel to RTD rail.

RTD also participates in the North Central Region/Urban Area Security Initiative (NCR/UASI) to coordinate preparedness activities with the surrounding counties and municipalities.

The lands within RTD's service area were historically inhabited by indigenous people of the hinono'eino' biito'owu' (Arapaho), Tséstho'e (Cheyenne), Očhéthi Šakówiŋ (Sioux), and Núu-agha-tʉvʉ-pʉ (Ute) Tribes. These tribes are still thriving with active governing bodies and cultural celebrations both within the service area and in the reservations they were forcibly removed to in surrounding states.

RTD Emergency Operations Plan

Threat, Hazard, and Vulnerability Analysis

RTD's service area is vulnerable to a number of natural, technological, and human-caused threats and hazards. A high-level threat and hazard identification and risk assessment was conducted utilizing available information about past events, future trends due to changing climate, and assessment about predicted impacts from various staff across the agency representing all departments. The assessment was derived from a survey asking representatives from across the agency as selected by the Leadership Team to rank hazards by likelihood, impact, and resilience. Responses from all sources were aggregated and a matrix created to rank hazards into high, moderate, and low significance to RTD. Those of interest are presented below:

Hazard	Likelihood	Impact	Resilience	Significance to RTD
Natural				
Winter Weather	High	Moderate	High	High
Ice Storm	High	High	Moderate	High
Wildfire	Moderate	Moderate	Moderate	Moderate
Flood	Low	Moderate	Moderate	Moderate
Tornado	Low	Moderate	Moderate	Low
Extreme Heat/Cold	High	Low	High	Low
Technological				
HazMat Incident	Low	Moderate	Moderate	Moderate
Transportation Accident	Moderate	High	Moderate	Moderate
Utility Disruption	Moderate	Moderate	Moderate	Moderate
Human-Caused				
Active Shooter	Moderate	High	Moderate	High
Civil Unrest	Moderate	Moderate	Moderate	Moderate
Cyber Incident	Moderate	Moderate	Moderate	Moderate
Terrorism/Mass Violence	Low	High	Low	Moderate

Critical Facilities and Infrastructure Summary

The sole energy provider for RTD's service area is Xcel Energy. Power is provided for facilities both public and private and for the provision of power for rail service and the agency's subfleet of battery electric buses.

Light rail alignments are served by 64 substations along the alignments that convert power from 13,200 V AC to 850 V DC, which is provided through the Overhead Catenary System (OCS). Where possible these substations are fed by diverse energy grids and there is resiliency of the system in such that the loss of one to two substations would not adversely impact service delivery.

Commuter rail alignments are served by two substations, Sundown and Argo. These substations supply power at 25 kV AC through the OCS. The entire commuter rail system is able to function drawing power from a single substation.

Water in the service area is provided by Denver Water District, Aurora Water, Bear Creek Water, Boulder Water, Broomfield Water, Golden Water, Consolidated Water, Daniels Sanitation

District, Douglas County Water, East Cherry Creek Valley Water, Englewood Water, Fruitdale Water, Green Mountain Water, Ken-Caryl Water, Lafayette Water, Lakewood Water, Left Hand Water, Littleton Water, Longmont Water, Nederland Water, North Metro Water, Northglenn Water, Parker Water, South Adams City Water, Stonegate Village Metro District, Superior Water, Thornton Water, Valley Water, and Westminster Water.

Planning Assumptions

- RTD is not the primary public safety agency with jurisdiction at its locations throughout the service area and will collaborate with local police, fire, and emergency medical personnel to conduct critical life-safety response operations to save lives, reduce or treat injuries, and to protect property and the environment
- RTD, the communities within the service area, and state governmental agencies have effective prediction and warning systems in place allowing RTD to anticipate certain emergency situations that may impact the agency
- When anticipating or in response to an emergency situation, the General Manager and CEO (GM/CEO) and Chief of Transit Police and Emergency Management are responsible for taking action, including the activation of this plan, to mitigate impacts, save lives, protect property and the environment, assist survivors, and restore services and facilities
- RTD board members, GM/CEO, the Leadership Team, which consists of the agency's chiefs and assistant general managers, supervisors, represented and non-represented employees, and partners are familiar with the EOP, understand their roles and responsibilities under the EOP, maintain appropriate plans, policies, and procedures to carry out those responsibilities; and maintain a state of readiness. Day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of an emergency/disaster. Resources that would normally be required for those daily functions may be redirected to tasks in support of the emergency response
- RTD will use its own resources in response to an emergency or disaster. Once agency resources are exhausted (or near exhausted), requests for assistance will be made
- A large-scale emergency or disaster may overwhelm available agency resources, leading to the need for support from local/mutual aid jurisdictions, private sector partners, state agencies, and the federal government
- When resources of RTD are fully committed and mutual aid from communities within the service area is exhausted, the Colorado Department of Homeland Security and Emergency Management (CDHSEM) may coordinate the provision of additional assistance to address unmet needs
- Disaster support from federal agencies may take at least 72 hours to arrive
- Facilities required to file Tier II hazardous materials reports develop, coordinate, and provide copies of emergency plans annually to the relevant jurisdiction's LEPC, fire department and/or other state departments and agencies as applicable and required by codes, laws, regulations or requirements

- In the event that an evacuation of a community within RTD's service area, or any part thereof, is ordered, the majority of the evacuees will utilize their own transportation resources to evacuate. However, a percentage of the population does not have access to transportation and will require transportation assistance
- Individuals with pets will bring their pets with them when they evacuate. Those with livestock or other farm animals will take appropriate measures to safeguard their animals via sheltering or evacuation as appropriate
- RTD and its response partners will need to provide additional/enhanced assistance to individuals with access and functional needs, including but not limited to children, elderly, those with limited English proficiency, and individuals with disabilities and/or chronic conditions

Concept of Operations

The concept of operations describes the sequence and scope of emergency response. The Transit Police and Emergency Management Department has the primary responsibility for coordinating emergency management activities under the auspices of RTD. These activities support the following priorities:

- Minimize injury and loss of life
- Minimize property damage
- Minimize adverse environmental and economic impact
- Maintain the highest level of service possible to maintain consistency throughout emergency conditions
- Provide for the needs of survivors

Plan Activation

The EOP and its associated Annexes will be executed in whole or in part as directed by the GM/ CEO, the Chief of Transit Police and Emergency Management, or their designees in response to an existing or an impending emergency. This plan may also be activated under the following circumstances:

- At the time of an actual disaster or emergency
- When a community that RTD serves has declared a local state of emergency
- When the Governor of Colorado has declared an emergency for areas within RTD's service area
- When a Presidential Declaration of an Emergency or Disaster is issued for areas within RTD's service area

Phases of Emergency Management

RTD's Emergency Management Program addresses all phases of emergency management for all types of incidents, including mitigation, preparedness, response, and recovery.

Prevention

From the National Preparedness Goal 2nd Edition published by FEMA (2015):

> *Prevention includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Unlike other mission areas, which are all-hazards by design, Prevention core capabilities are focused specifically on imminent terrorist threats, including on-going attacks or stopping imminent follow-on attacks.*

RTD Transit Police and Emergency Management Department has primary responsibility for the prevention of terrorist or other criminal activities as it relates to the agency and its operations. This is accomplished by close coordination with federal, state, and local law enforcement agencies to share information about potential threats to the agency and communities within its service area as well as conducting active video surveillance. Each individual within RTD supports this effort by reporting indicators of terrorism, violent extremism, or other malicious actors to RTD Transit Police and Emergency Management Department.

Protection

The protection mission relates to the ability to secure and protect people, critical infrastructure, and vital interests against human-caused and natural events. This can include activities such as the securing of facilities, the IT network, or hardening of the supply chain.

Mitigation

The goal of mitigation is to prevent future loss by reducing or eliminating risk. Mitigation activities like the recovery and preparedness phases of emergency management can occur before or after an emergency. The goals of pre-emergency mitigation activities are to reduce the chances of an emergency happening or reducing the damage suffered from unavoidable emergencies. The goal of post-emergency mitigation is to reduce the impact of future hazards and is a part of the recovery process.

Response

Response is the actual provision of emergency services during a crisis including the coordination and management of resources to support emergency response operations. These activities help to reduce casualties and damage and to speed recovery. Response activities include resource and logistical coordination, addressing immediate life safety issues, stabilization of the incident, and public information.

RTD responds to emergencies by activating the EOP; activating the EOC; coordinating with public, private, and NGO partners as needed; coordinating and managing resources in support of emergency response, and preparing for recovery activities.

Recovery

Recovery activities may be both short-term and long-term, ranging from conducting damage assessments, removing debris, restoring essential utilities such as water and power, restoring IT infrastructure and services, and restoring revenue service through repairing or replacing damaged vehicles, facilities, or rail. Recovery may also incorporate mitigation measures

designed to prevent future occurrences of a given hazard. Recovery begins as soon as possible after an incident occurs and may commence during the response phase.

Organization and Assignment of Roles and Responsibilities

Agency Roles and Responsibilities

RTD will participate in planning, training, and exercise activities with federal, state, and local partners to familiarize first responders with the systems, vehicles, and infrastructure they may encounter while performing their duties. This includes participation on the NCR/UASI Emergency Management Coordination Group.

When state or local EOCs are activated, RTD will provide a representative to liaise between the agency and the jurisdiction for resource needs related to the emergency activation. RTD will also notify partner agencies of RTD EOC activations and request representation as needed from local communities.

RTD will also respond to emergencies that have direct impact to the system and the delivery of transportation services within the service area. This includes on-scene coordination with first responders and emergency management professionals to maintain a common operating picture.

Department/Division Responsibilities

Administration

Purpose

Provide administrative support to the agency and ensure regulatory compliance. The department is comprised of Civil Rights, Contracting and Procurement, Cybersecurity, Information Technology, and Safety and Environmental Compliance divisions.

Roles and Responsibilities

Civil Rights

- Collaborate with relevant agency partners to identify and mitigate risks
- Consult with EOC Manager and Incident Commander to ensure response actions are equitable and inclusive of all of RTD's customers and workforce, using the CMIST framework to identify those who have access and functional needs during an emergency: (C)ommunication, (M)aintaining health, (I)ndependence, (S)upport, and (T)ransportation
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role

Contracting and Procurement

- Collaborate with relevant agency partners to identify and mitigate risks
- Develop contracts for emergency services that may be required to respond to an event before an emergency takes place
- Facilitate such contracts
- Supply materials for the repair and maintaining of good condition for all property and vehicles that have been impacted by an emergency, where these repairs are being made by RTD staff

- Maintain an adequate supply of response materials such as personal protective equipment
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role

Cybersecurity

- Identify and communicate risks and hazards in the evolving cybersecurity landscape
- Identify proper safeguards and detection measures to be implemented to protect the IT network to include
    - Training for cybersecurity and general RTD workforce
    - Development, execution, and maintenance of detection measures
- Support IT to maintain the integrity of the IT network and data recovery efforts
- Respond to cybersecurity incidents taking necessary actions to address the incident such as containment and eradication
- Report in a timely manner to relevant regulatory authorities of any incidents that require notification
- Support the recovery of any lost data or systems after a cybersecurity incident has taken place
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role

Information Technology (IT)

- Maintain RTD's IT network and infrastructure
- Maintain all IT hardware and software on bus and rail fleet, including radios
- Collaborate with relevant agency partners to identify and mitigate risks
- Develop IT SOPs and tools required for the provision of emergency services and operations during a continuity event
- Preserve the integrity of the IT network and data recovery efforts
- Development, execution, and maintenance of security measures (firewall, anti-virus protection, access control, etc.)
- Ensure radio, telephone, computing resources and network communications capability essential to emergency operations are maintained
- Ensure emergency backup and contingency communications capability in the event normal communications are disrupted
- Provide authority and governance protocols for access to IT resources, systems, data, and facilities that house IT assets (both on-premises and in the cloud)
- Address IT needs of response, both on-scene and in the EOC
- Execute the recovery of any lost data or systems after an incident has taken place
- Conduct damage assessment on any affected IT infrastructure impacted by the emergency/event

- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role

Safety and Environmental Compliance

- Support workforce and contractor safety to prevent incidents through the proper application of procedures, personal protective equipment, and awareness training
- Collaborate with relevant agency partners to identify and mitigate risks
- Provide accurate Tier II hazardous materials reporting per the Emergency Planning and Community Right-to-Know Act
- Report in a timely manner to relevant regulatory authorities, including the PUC, of any incidents that require notification
- Provide trained safety officers to support on-scene response operations
- Ensure adequate training for EOC representatives
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Investigate the cause of accidents for commuter rail, light rail, and bus operations according to PRO-4001
- Develop corrective action plans in partnership with affected departments/divisions to safeguard against future occurrences of hazards/risks

Capital Programs

Purpose

Maintain all RTD operated facilities, public and private, in a state of good repair as well as lead projects to build new infrastructure to support the growth of the agency. A, B, and G commuter rail lines and Commuter Rail Maintenance Facility are maintained by DTO, under a concession agreement will RTD. The Capital Programs Department is comprised of Construction and Public Facility Maintenance, Engineering, Quality Assurance, Mapping and Engineering Data, Engineering Programs, Facilities Maintenance, and Real Property divisions.

Roles and Responsibilities

- Maintain all RTD operated facilities, public and private, in a state of good repair prior to emergency events, including maintaining facilities at a level to meet or exceed fire safety and building codes, unless other conditions exempt them from current codes such as year of construction
- Provide redundancy measures, such as generators, to ensure facilities are operational despite disruption/emergency
- Maintain relationships with critical infrastructure utility partners
- Maintain awareness of details pertaining to RTD property built infrastructure and land-use agreements to accurately determine impacts of an event on RTD property
- Collaborate with relevant agency partners to identify and mitigate risks

- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Ensure removal of snow and other debris
- Repair all damages to facilities as a result of emergencies/disasters
- Assess damage to infrastructure, determine proper recovery needs are met, and plans to restore infrastructure are developed

Communications and Engagement

Purpose

Manage and develop internal and external communications that engage RTD's employees, customers, stakeholders, and the public. Communications and Engagement is comprised of Public Relations, Community Engagement, Marketing, and Customer Care divisions.

Roles and Responsibilities

Customer Care

- Collaborate with relevant agency partners to identify and mitigate risks
- Address customer questions regarding changes to service as a result of disruption or emergencies
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Monitor and respond to social media, especially as a function of rumor control
- Update the RTD website to communicate changes as a result of a disruption/emergency
- Ensure unity of messaging

Public Relations and Community Engagement

- Collaborate with relevant agency partners to identify and mitigate risks
- Develop and maintain relationships with local media partners
- Train and maintain a cadre of qualified Public Information Officers with the potential to be called on-scene during emergencies
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Develop press releases and organize press conferences to provide information to the public during emergencies
- Proactively communicate updates and changes to the RTD system both internally and externally in a manner that is accurate and timely

Marketing

- Collaborate with relevant agency partners to identify and mitigate risks

- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Develop and create assets that support the dissemination of information and timely updates

Finance

Purpose

Manage RTD's financial affairs. The Finance Department is comprised of Accounting, Treasury, Asset Management, Revenue, Budget, and Debt and Investments Divisions.

Roles and Responsibilities

- Manage the payroll processes and ensure resiliency to emergencies and disruptions
- Collaborate with relevant agency partners to identify and mitigate risks
- Maintain inventory of RTD physical assets, inclusive of current value, to assess losses from an emergency or disruption
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Execute financial agreements to procure services required during disruptions and emergencies
- Process accounts payable functions relevant to the emergency
- Maintain records of financial commitments and expenditures relevant to the emergency for potential reimbursement from FTA or FEMA

Executive Office

Purpose

Provide executive level and strategic leadership and direction to the entire organization. The Executive Office has no divisions and includes the General Manager and CEO and their support staff.

Roles and Responsibilities

- Provide direction and vision to the agency as a whole and collaborate with Chiefs/AGMs to address challenges as they emerge
- Collaborate with relevant agency partners to identify and mitigate risks
- Approve Emergency Operations Center Manager appointments
- Approve EOP, COOP, Integrated Preparedness Plan, and Mitigation Plan
- Lead the Policy Group during activations of the EOP
- Approve high-level purchases through Oracle or through the process identified through the continuity of operations plan
- Manage Board communication and liaising with Board of Directors for high value budget requirements and policy decisions
- Manage intergovernmental communication
- Manage all-agency communications

General Counsel

Purpose

Protect the interests of the RTD by providing legal advice and representation on transaction, compliance and litigation matters; managing agency risk through administration of the agency's self-insurance fund, the purchase of additional insurance and claims resolution; and records and data management and governance for the agency. The General Counsel's Department is comprised of the Legal Services, Information Governance and Management, and Risk Management Divisions.

Roles and Responsibilities

- Provide legal advice on policies, procedures, and plans relevant to emergencies, as well as legal review of contracts to be executed on an emergency basis
- Collaborate with relevant agency partners to identify and mitigate risks
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Coordinate with the agency's commercial insurance carriers regarding potential claims
- Manage the workers' compensation claim process to ensure employees receive appropriate medical care and lost wage benefits related to on-the-job injuries
- Manage Colorado's Open Records Act requests and coordinate with Communications and EOC Manager to ensure the consistent and accurate release of information and records

Human Resources

Purpose

Manage workforce related matters pertaining to hiring, benefits, and workforce development. Human Resources is comprised of Total Rewards, Staffing and Recruiting, Substance Abuse/Office Services, Labor Relations, and Development and Training divisions.

Roles and Responsibilities

- Collaborate with relevant agency partners to identify and mitigate risks
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Review emergency policies, procedures, and plans to ensure consistency with steady state procedures where relevant and appropriate considerations are made for represented labor
- Maintain up to date information in Workday to reflect work location, chain of command, and title for each individual
- Labor Relations will communicate and coordinate any changes to the collective bargaining agreement (CBA) to the Amalgamated Transit Union 1001 during

emergency coordination and/or required functions needed, especially as it relates to reassignment of represented labor
- Provide support for the emergency workforce during an activation of this plan
- Provide contact information or emergency contact for workforce to support the execution of the COOP or EOP

Operations

Purpose

Operate and maintain revenue service vehicles as well as non-revenue vehicles, maintain support fleet, to oversee contractors operating revenue service vehicles, and to develop schedules for fixed-route service. The Operations Department is comprised of the Bus Operations, Rail Operations, Paratransit, and Service Development divisions.

Roles and Responsibilities

Bus Operations

Bus Operations is comprised of Transportation, Maintenance, Contracted Services and Street Operations.

- Collaborate with relevant agency partners to identify and mitigate risks
- Maintain bus fleet in state of good repair to prevent accidents or other mechanical issues
- Pre-plan route changes for special events and other known disruptions to fixed route service and manage route changes caused by unforeseen events/emergencies
- Provide oversight of contractors operating bus contracted services to ensure best practices are being followed as it relates to safety and emergency management
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Participate in training and exercises with RTD and local jurisdiction first responders to ensure familiarity with RTD fleet and hazards
- Effectively communicate risks and hazards with operators and agency partners to protect the RTD workforce and customers
- Conduct damage assessment for rolling stock, bus stops, and bus stations to be compiled into a claim for reimbursement under FTA or FEMA
- Provide support to operators facing unexpected or emergency situations, both through Bus Dispatch and Street Supervision
- Provide incident command for bus incidents through the Street Supervision or Street Operations cadre
- When resources are available, support local partners with support bus services

Rail Operations

Rail Operations is comprised of two subdivisions: Light Rail and Commuter Rail. Light Rail consists of Rail Transportation, Light Rail Vehicle Maintenance, and Infrastructure and Maintenance of Way. Commuter Rail consists of Transportation, Infrastructure and Maintenance of Way, and Commuter Rail Contract Services.

- Collaborate with relevant agency partners to identify and mitigate risks
- Maintain light rail and commuter rail fleet in state of good repair to prevent accidents or other mechanical issues
- Maintain light and commuter rail alignments in a state of good repair to prevent accidents or other mechanical issues
- Pre-plan service changes for special events and other known disruptions
- Provide oversight of rail contractor to ensure best practices are being followed as it relates to safety and emergency management
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Effectively communicate risks and hazards with operators and agency partners to protect the RTD workforce and customers
- Conduct damage assessment for rolling stock, infrastructure, and stations to be compiled into a claim for reimbursement under FTA or FEMA and reported to FRA as appropriate
- Provide support to operators facing unexpected or emergency situations, both through operational control centers and field supervision
- Provide incident command for rail incidents through the field supervisors cadre

Paratransit

Purpose

Oversee the contractors providing Access-a-Ride and Access-on-Demand services on behalf of RTD.

Roles and Responsibilities

- Collaborate with relevant agency partners to identify and mitigate risks
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Provide oversight of paratransit contractors to ensure best practices are being followed as it relates to safety and emergency management

Service Development

Purpose

Create route alignments, service pattern, and schedules that balance customer needs with operator welfare and available resources.

Roles and Responsibilities

- Collaborate with relevant agency partners to identify and mitigate risks
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Provide trained Emergency Planning Section personnel, as defined by ICS and NIMS

Planning

Purpose

Supports the future public transit needs of the District, collaborating with local jurisdictions, DRCOG, and CDOT.

Roles and Responsibilities

- Collaborate with relevant agency partners to identify and mitigate risks
- Include hazard mitigation considerations when planning the system
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Provide trained Emergency Planning Section personnel, as defined by ICS and NIMS

Transit Police and Emergency Management

Purpose

Ensure public safety and security for RTD employees, contractors, and customers by enforcing laws and the RTD Code of Conduct, maintaining awareness and planning for threats to the system, and planning and execution of emergency management systems. The Transit Police and Emergency Management Department is comprised of the Patrol, Real-Time Video Investigations, Transit Police Communications, Integrated Security Technology, and Emergency Management Divisions.

Roles and Responsibilities

- Develop and maintain relationships with local, state, and federal law enforcement and emergency response agencies
- Coordinate the development and implementation of emergency plans such as EOP, COOP, Integrated Preparedness Plan, and Mitigation Plan
- Collaborate with relevant agency partners to identify and mitigate risks
- Ensure EOC representatives attend trainings provided by Emergency Management and are qualified to fill the role
- Ensure the readiness of the EOC and backup EOC, including developing training, SOPs, and checklists
- Coordinate and/or provides training, drills, and exercises necessary to prepare the agency and local emergency response partners to perform identified roles and responsibilities

- Provide communications, notifications, and video surveillance in service of law enforcement, security personnel, and the public to address emergency events taking place on the RTD system or within its facilities through Transit Police Communications Centers
- Assist with the development of mutual aid agreements or memoranda of understanding with public and private agencies
- Act as first responder and liaison with first response partners on the scene of an incident
- Secure the scene for evidentiary and investigative purposes
- Activate/demobilize the EOC
- Coordinate all EOC activities
- Manage resources including requests for support from local, state, and federal partners
- Provide security for the EOC
- As needed, provide resources for crowd control and restricted area control
- As needed, provide warning and notification support to include the use of public address systems in stations, where available
- Issue restricted area passes to appropriate personnel
- Conduct after action review of exercises and disasters, including maintaining database to identify lessons learned and corrective actions taken
- Direct disaster reimbursement claims from FTA and FEMA

Direction, Control, and Coordination

National Incident Management System (NIMS)

RTD's emergency management organization is structured in accordance with NIMS and ICS. NIMS integrates existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that enable a diverse set of public and private organizations to conduct effective incident management operations.

It does this through a core set of concepts, principles, procedures, organizational structures (ICS, multi-agency coordination, and joint information systems), terminology, and standards requirements applicable to a broad community of NIMS users. To ensure interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. It provides a consistent and flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity.

Incident Command System (ICS)

Emergency management and incident response in RTD is coordinated using the ICS. ICS enables effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is used to organize both near-term and long-term operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is

used by all levels of government – federal, state, regional, and local – as well as by many private-sector and NGOs.

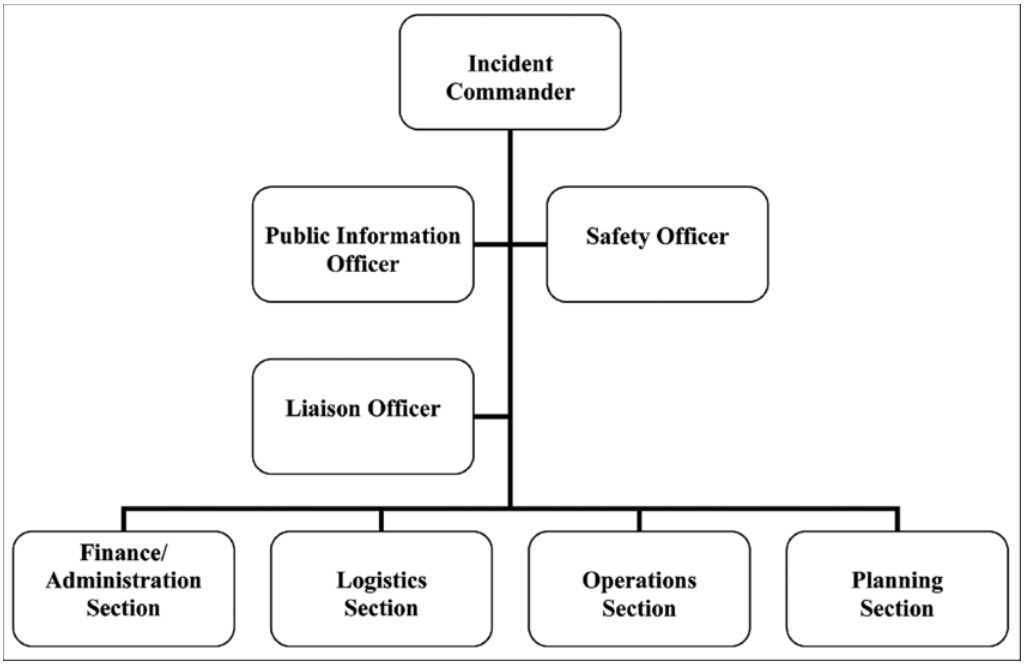
In ICS, the IC is able to appoint individuals into leadership positions to support specific areas of the response:

Command staff:

- Public Information Officer
- Liaison Officer
- Safety Officer

General staff:

- Operations Section Chief
- Logistics Section Chief
- Planning Section Chief
- Finance and Administration Section Chief



For RTD, planning and finance and administration functions will most likely be conducted in the EOC, however if there is a need for on-scene coordination of these functions, they will be made available to the IC.

All activity undertaken under the EOP shall be coordinated using ICS and NIMS in accordance with Homeland Security Presidential Directive (HSPD) 5.

Incident Command

Single Incident Commander - Most incidents involve a single incident commander. In these incidents, a single person commands the incident response and is the decision-making authority. The on-scene IC has tactical control of and authority over all resources at the scene.

First responders will establish Incident Command when they are on scene. RTD will always defer authority to first responders while they are on-scene but will establish consistent communication in a liaison function to provide information about RTD vehicles, facilities, and response procedures. Information is to be shared freely with first responders as it becomes available. When possible, the individual who would assume Incident Command after first responders leave should be the liaison with First Response Incident Command.

In the event of an emergency/disaster occurring on an RTD revenue vehicle, the operator or conductor will begin the event as the IC. They will notify their appropriate dispatch or control center and their street/field supervisor of the event. When the supervisor arrives on-scene, the supervisor will take over as Incident Command. An appropriate transfer of command must always take place when a new incident commander assumes command.

In the event of an emergency/disaster occurring at an RTD-owned facility, the highest ranking or most qualified facilities maintenance staff present will begin the event as the IC. They will notify their appropriate dispatch or control center and their facilities maintenance manager of the event. When the Facilities Maintenance Manager arrives on-scene they may choose to assume Incident Command, or to leave the current IC in charge. An appropriate transfer of command must always take place when a new incident commander assumes command.

The IC has the authority to request resources to facilitate response, including (but not limited to):

- On-scene presence of Emergency Management Specialist
- Trained individuals to staff command staff and general staff roles (Public Information Officer, Liaison Officer, Safety Officer, Operations Chief, Logistics Chief, Planning Chief or Finance/Administration Chief)
- Activation of the Mobile Command Post
- Trained staff to fill any necessary operations, logistics, planning, or communication roles
- Activation of the Emergency Operations Center
- Vehicles, parts, and other materials to maintain or restore safe conditions or safe operation

All Street Supervisors for bus service, all Field Supervisors for rail, and all sworn Police Officers will be expected to maintain the following trainings from FEMA or an appropriate local training agency:

- IS 100-Introduction to Incident Command System
- IS 200-Basic Incident Command System for Initial Response
- IS 700-An Introduction to the National Incident Management System
- IS 800-National Response Framework, An Introduction

- ICS 300-Intermediate ICS for Expanding Incidents

These trainings will give the supervisors and sworn police officers the competency to work within ICS and integrate with other local response agencies to preserve life safety, reduce damage to property and reduce impact to the environment. From the time of this policy being adopted or from promotion to a relevant supervisor position, individuals will have six months to complete all trainings.

Unified Command

A Unified Command involves two or more individuals sharing the authority normally held by a single IC. A Unified Command acts as a single entity. It is important to note that in Unified Command the command representatives will appoint a single Operations Section Chief.

An example when Unified Command may be used would be an intentional, malicious derailment of a train, where Transit Police and Rail Supervisors will work together to make decisions regarding the response.

Transfer of Command

Responsibility can be transferred during an incident for several reasons. As the incident grows a more qualified person may be required to take over as IC to handle the ever-growing needs of the incident. Or this may occur in reverse; when an incident reduces in size, the command can be passed down to a person with less experience, but who is still qualified to run the now-smaller incident. Other reasons to transfer command include jurisdictional change if the incident moves to a different location or area of responsibility, or the normal turnover of personnel due to extended incidents. The transfer of command process always includes a transfer of command briefing, IC to IC, with the objective to give a complete picture of all events and considerations that may impact the response and decision-making abilities of the new IC. This briefing may be oral, written, or a combination of both. A transfer of command is posted and announced on all radio and communication networks, especially with notification to the EOC.

Incident Coordination and/or Response Structures

Various types of operational support facilities are established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. RTD may operate one or more of the following incident coordination and/or response facilities during an emergency or disaster:

- ICP
- EOC
- Staging Area
- Evacuation Transportation Hubs

Incident Command Post (ICP)

An ICP is the field location where the IC operates, onsite response is directly coordinated, and onsite resource needs are identified and communicated. There is only one ICP for each incident or event, but it may change locations during the event. The ICP may be located in a vehicle, the Mobile Command Post, or within a building. The ICP will be positioned outside of the incident scene and the potential hazard zone but close enough to the incident to maintain a visual

presence and command status. The on-scene IC has tactical control of and authority over all resources at the scene.

Emergency Operations Center (EOC)

The RTD EOC serves as the central point for coordination of the agency's emergency management and response activities. The EOC does not usurp the responsibility or authority of the IC but instead supports incident command while mobilizing resources, tracking costs, planning for future needs, providing decision making support and liaising with the Leadership Team/Policy Group as needed. Like Incident Command, the EOC is scalable and flexible.

RTD has designated a primary and secondary EOC, which can be activated as necessary:

Primary EOC:	District Shops Mezzanine Training Rooms 1900 31st St Denver, CO 80216
Secondary EOC:	711 Building Ste 10 711 W 31st Ave Denver, CO 80202

The EOC may also be activated in a virtual or hybrid stance using an RTD-approved platform. Identified and trained EOC representatives will be invited to the Virtual EOC (VEOC) channel and will participate in the discussions as activated on an event by event basis.

The Emergency Management Specialist will serve as the EOC Manager and has the authority and responsibility for managing the EOC and the agency's emergency management organization during an emergency or disaster. The EOC Manager has the authority to make all routine decisions and is charged with advising the Leadership Team and the General Manager and CEO when major decisions need to be made. The EOC Manager serves as a liaison with the local jurisdictions' emergency management agencies as well as state and federal agencies.

EOC Goals

The following are the general goals for the emergency operations center. These goals can be adjusted by the EOC Manager in coordination with the General Manager and CEO, Chief of Transit Police and Emergency Management, and the IC, when the EOC is activated.

- Obtain and maintain situational awareness of the incident and ensure responders have a common operating picture
- Establish an incident planning cycle
- Manage resources (people, places, things) including tracking the status of requests, the status and utilization of resources, and planning for the demobilization of resources
- Procurement of emergency supplies
- Establish a seamless transition from response into recovery operations
- Assess and document impacts from events for recovery process

EOC Activation Levels

The EOC may be activated to one of the following three levels depending on emergency needs.

Activation Level Three (Watch): The EOC activates to activation level three (AL-3) when only public safety staff from Transit Police and Emergency Management are needed to closely monitor a developing incident or threat. At AL-3, the EOC will begin gathering situation awareness information, but emergency coordination is largely left to the routine processes and procedures maintained by each department or division.

Activation Level Two (Partial): The EOC is activated to activation level two (AL-2) when some, but not all, EOC positions are needed to manage an emergency. The EOC Manager is responsible for determining which positions are needed to meet the agency's needs. The following are examples of triggers for when an AL-2 activation may be appropriate:

- A request for EOC activation from an IC
- An incident resulting in 10 or more serious injuries or fatalities
- A credible threat of terrorism or mass violence as determined by RTD-PD, local jurisdiction police department or the Colorado Information Analysis Center
- A forecast from the National Weather Service of a blizzard warning or a prediction of major flooding or wildfire with significant impact
- A significant disruption in service requiring off-scene coordination of resources to provide information or resources.

Activation Level One (Full): The EOC is activated to activation level one (AL-1) when all EOC positions are needed to manage an emergency. The following are examples of triggers for when an AL-1 activation may be appropriate:

- A request for EOC activation from an IC
- An incident resulting in 30 or more serious injuries or fatalities
- Significant civil unrest
- A forecast from the National Weather Service for historic flooding or historic winter weather

EOC Equipment

The equipment to activate the EOC will be stored at both the primary and secondary locations and will include:

- Computers
- Projectors
- Phones
- IT infrastructure
- Internet hotspots
- Administrative supplies
- Easels and display equipment
- Printed copies of EOP and resources
- Printed copies of COOP

- Printed ICS forms

EOC Staffing

The EOC will be staffed utilizing a hybrid ICS/departmental model. Representatives are expected to be knowledgeable individuals with authority to make emergency-related decisions for their department/division. Lists of EOC representatives will be maintained by the leadership of each discipline expected to maintain staff prepared to report to the EOC and be able to provide this list to the Emergency Management Specialist every six months and upon request.

Each mode of transit, bus, light rail, commuter rail, and paratransit, must maintain at least three trained EOC representatives. This allows for relief if the EOC must be activated on a 24-hour basis as well as providing coverage if one of the two primary EOC representatives are unable to report for duty for any reason.

The following lines of service must also have trained EOC representatives, with the exact number noted below:

- RTD Transit Police– Three
- Safety and Environmental Compliance– Three, to be trained to fill roles such as safety officer and safety EOC liaison
- Safety, Security and Compliance– Two
- Information Technology– Three
- Cybersecurity– Two
- Communications– At least two trained Public Information Officers
- Capital Programs and Facilities– Three
- Planning– Two trained as Planning Section Staff
- Operations Service Delivery– Two trained as Planning Section Staff
- Finance– Two
- Human Resources– Two
- General Counsel– Two

Depending upon the event triggering the activation, additional roles may be assigned outside of a representative's normal work. This is to be expected in emergencies, especially those where an on-scene ICS structure is not in place.

EOC Activation

The EOC will be activated at the request of the General Manager and CEO, Chief Operations Officer, Chief of Police and Emergency Management, the Emergency Management Specialist, or IC or any of the above position's designees. Upon request, the Emergency Management Specialist/EOC Manager will determine the appropriate level of activation and required representatives.

Notification of EOC activation will be sent to trained representatives and Leadership Team using ReadyOp over text and call. Only one representative will be asked to go to the EOC unless otherwise noted.

Policy Group

The Policy Group is made up of the General Manager and CEO and their selected designees. The General Manager and CEO may choose to consult with the Chair of the Board regarding decisions made by the Policy Group. Should the General Manager and CEO be unable to form the Policy Group, the COO holds the authority in their absence.

The objective of the Policy Group is to provide high level decision-making where the EOC Manager does not have sufficient authority to make a necessary decision. Examples of Policy Group level decisions may be:

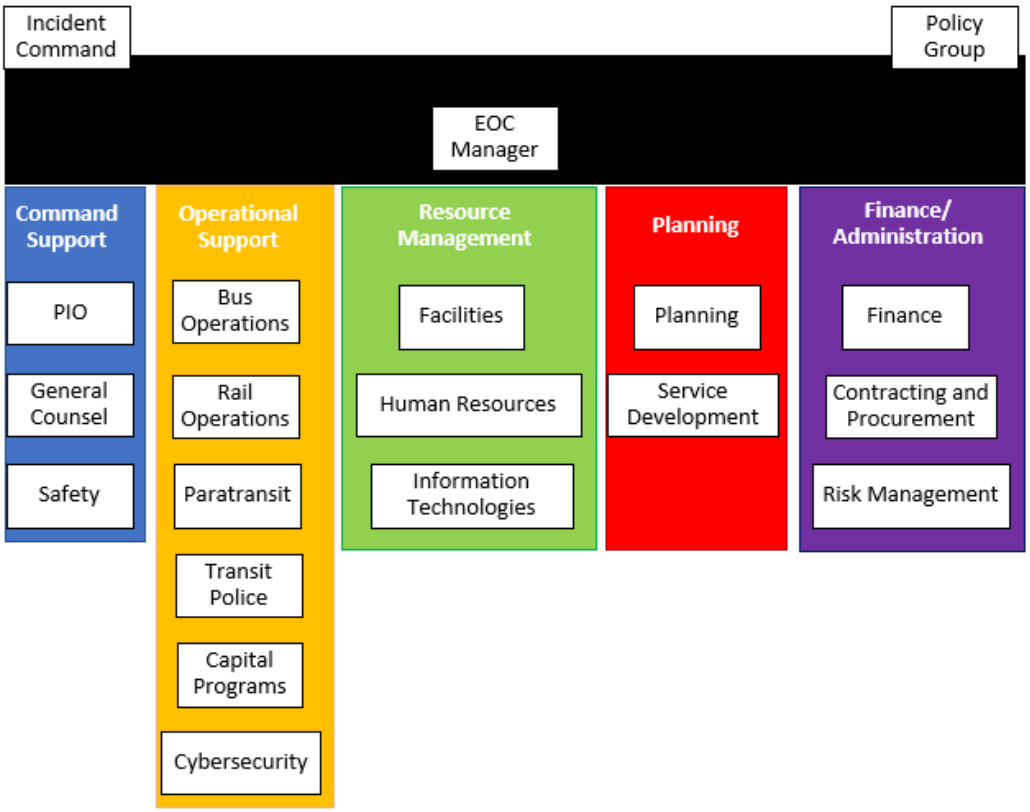
- Whole system service suspension
- Office closures
- Shutdown of the entire RTD IT network
- Reappropriation of staff
- Financial expenditure above $25,000
- Collaboration with labor representation
- Long-term relocation of RTD facilities or staff

Members of the Policy Group are not required to staff the EOC and will be requested to appoint another representative to the EOC in the event they are present, to allow proper delegation and accomplishment of EOC objectives.

EOC Table of Organization

Following is a sample of what role each department's representatives may be asked to fill in an emergency. This is not prescriptive and may be adjusted depending upon the event triggering the activation. Leadership of each section may or may not be assigned based upon complexity of staffing or the event.

Representatives working in the EOC will be asked to liaise between their departments and the EOC and while staffing the EOC are acting outside of their steady-state role and hierarchy.



Information Collection, Analysis and Dissemination

Situational Awareness

There are five elements that are the backbone of good situational awareness:

- Define the information requirements
- Determine how to gather information
- Decide who will analyze that information
- Determine how that information will be shared
- Choose the technology that will help communicate and manage the information

During the initial period of an emergency, efforts should be focused on gaining an understanding of the situation and establishing incident priorities. A well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision-making. The agency has designated a process to collect, analyze and disseminate information during an emergency to both internal and external response partners as well as the public.

Information Collection

Information will be collected from a variety of sources. EOC Manager or their designee at the EOC will be charged with collecting information. The following list contains examples of potential sources of operational information:

- Revenue Vehicle Operators, Via Communications Centers
- On-scene responders (street/field supervision, facilities staff, etc.)

- RTD departments
- City, county, and state situational awareness reports
- City, county, and state virtual EOC's
- Special districts and non-governmental partners
- Television, radio, and print media
- Social media
- Survivors of the emergency and the general public
- Subject-matter experts

Information Analysis

After information has been collected, it must be analyzed to determine its credibility and operational relevance. The EOC Manager or their designee will analyze information that is received and prepare intelligence reports for leadership.

Dissemination

Message dissemination is categorized into internal messaging and public messaging. Internal messaging refers to messages crafted for responders, employees, contractors, and partners, while public messaging refers to messages crafted for public dissemination.

Internal Messaging

EOC Manager or his/her designee in the EOC will assist in conveying information as necessary to responders, RTD departments and other partners. Additionally, EOC Manager or their designee will maintain and update the Incident Action Plan (IAP), which will contain critical information and intelligence updates.

Within two hours of an emergency event, the EOC Manager will brief the Policy Group/Leadership Team with details for the event and response.

Public Messaging

Various methods of public information dissemination are available. The decision to use a particular medium will be based on the urgency and the intended audience. Some methods of distribution include:

- Service alerts
- News releases
- News conferences
- Website updates
- Social media updates

To ensure one consistent and accurate voice, all public information releases will be coordinated through EOC Manager or their designee.

Communications

Communications are an important component of response and recovery operations. The ability of emergency management/response personnel from different disciplines, jurisdictions,

organizations, and agencies to work together depends greatly on their ability to communicate with each other. To effectively transmit and receive information, emergency response partners supporting the community must have access to all available forms of communication. This section outlines the types of equipment/systems available for internal, external and public communication. Operational communications systems and capabilities, and effective communications, are essential to the success of any emergency operation. The community maintains and operates the below communications systems to ensure effective and operation communications between municipal personnel and with other jurisdictions.

Communications between community agencies occur through the use of several types of communications equipment including radios, cellular and landline phones, email, and satellite phones. In addition, the State of Colorado uses WebEOC to provide situational awareness.

The radio system RTD uses is supported by the State and is utilized by first responders across the region and State. This is an 800 MHz system and has redundant towers in the Denver Metro Area. All radio talk groups have access to MetroNET, which is the mutual aid channel in the Denver Metro Area. RTD's system is segregated into bus operations, rail operations, transit police, and some single channels available for support services such as treasury maintenance. There is only one encrypted channel available and it is on the police talk group. Bus operations is set up to facilitate on-demand communication, where all other channels are push-to-talk. The radio system is maintained by IT's Mobile Technologies group.

In addition, RTD's Emergency Management Specialist sends situational awareness updates for events that may require emergency coordination.

Alert and Notification

RTD utilizes service alerts to inform customers and the public about disruptions to the system. This is predominantly sent via app alerts and emails for registered users on selected routes of importance to the individual. The organization also communicates with the public via news releases and media advisories.

Customer Care is also a point of contact for the public to make requests via phone or online communications. These are on-demand communications available 6 a.m. – 8 p.m. Monday through Friday and 9 a.m. – 6 p.m. on Saturday and Sunday.

Notification of Key Leaders

When an emergency requires the notification of key community officials, Emergency Notification will be done using the Emergency Notification Procedure (RTD-EM-PRC-0001).

Further updates will be made using:

- Approved virtual meeting platforms
- Updates to Virtual EOC Microsoft Teams channel
- Email

- Telephone calls and texts
- Two-way radio systems (during normal business hours)
- Dispatch a vehicle for in-person notification
- Face-to-face communication

EOC Communications

RTD's EOC is equipped with, maintains and is capable of operating, the following communication systems: Computers with Microsoft Teams, cameras, microphones, Outlook, telephones, and radio.

RTD conducts periodic communications tests to ensure that its systems are operational, and its personnel are capable of operating the systems. More particularly, Emergency Management Specialist conducts an emergency communication test on a semiannual basis.

Public Warning

Public warning is accomplished using the following methods as appropriate:

- Service alerts
- RTD website notifications
- Public information displays
- Public announcement systems

Public Information Officer (PIO)

The PIO has roles and responsibilities as identified in the Crisis Communications Plan which includes:

- Determine or create proper message content
- Select appropriate communication method
- Disseminate public warnings after receiving written approval from the EOC Manager or their designee

During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of public information and education materials, will be provided to the public via newsletters, brochures, and RTD's website and social media platforms.

During an emergency, the potential for dissemination of false or misleading information is high. This can lead to operational difficulties for responders and confusion among the public. Misleading information can be produced from several sources. RTD will establish a media monitoring and rumor control section in the EOC and staffed by Communications and Engagement staff.

Finance and Administration Matters

Employee Reassignment

During an emergency, certain employees may be reassigned to complete alternate duties that differ from their regular day-to-day responsibilities. Department administration will coordinate with Human Resources to manage incidents and ensure staffing levels are appropriate. In general, RTD job descriptions for non-represented employees include an 'other duties as assigned' or 'other duties as required' clause that can be activated for emergencies. This may require approval of the Policy Group when not previously identified in this document.

Worker's Compensation

Worker's compensation claims are administered by the Risk Management Division according to Colorado Revised Statutes C.R.S. 8-40-101, *et seq*. Even in an emergency employees should be encouraged to file a workers' compensation claim to ensure they receive appropriate medical care and lost wage benefits related to on-the-job injuries.

Insurance and Financial Liability

RTD is self-insured for tort liability up to the limits specified under the Colorado Governmental Immunity Act and has additional insurance policies in place to support the financial recovery of the organization. For this reason, it is important to coordinate with the Risk Management Division to ensure proper record-keeping and investigative processes are followed. These policies include excess workers compensation, crime, fiduciary, cybersecurity, excess liability, property and railroad liability insurance.

Timekeeping

Tracking employee time spent on emergency operations can be an important aspect of determining disaster costs and opportunities for reimbursement by the federal government through FTA or FEMA. RTD maintains the same timekeeping policies during regular operations and emergency operations, but salaried employees should use Workday to log any applicable or qualified hours worked, especially those above 40 hours/week. There may be a specific code assigned for disaster operations hours worked.

Represented employees will use Kronos or TIES for their timekeeping needs, according to their steady state timekeeping policies. If for some reason Workday, Kronos, or TIES are unavailable, employees are to track hours manually and appropriate Finance Department staff shall make necessary adjustments as the systems become available.

Records Retention

Records retention during emergencies is conducted using the same policies and procedures in place during regular operation. The Records Management Procedure and Records Retention Schedule Policy, created and maintained by the Information Management and Governance Division can be found on the agency's intranet, i.e., "The Hub." Records to be retained during and after an emergency include personnel hours, equipment costs, expenditures/procurement, costs incurred by RTD, etc. in compliance with RTD policies and procedures and C.F.R. Title 44,

Emergency Management Assistance. Records related to Safety Management System processes and activities, including after action reports must be retained for a minimum of three years, in compliance with the Public Transportation Agency Safety Plan.

Documenting Response and Recovery Operations

RTD will use IAPs and SitReps to document response and recovery efforts. Other documentation will be used to record cost recovery information, requests for aid, budget control, legal advice, operational efficiency, and other relevant areas of response and recovery activities.

After Action Reporting (AAR)

Training exercises and any real-world activations of this plan shall be followed by a written AAR. These will be written following federal guidance, in particular the Homeland Security Exercise and Evaluation Program. AARs should contain at a minimum:

- The activities that took place
- Areas for improvement
- Successes
- An improvement plan with individual/department/division assignments

Once AARs are complete, Emergency Management will review with the Leadership Team and with the affected lines of service. The potential continuous improvement actions will be tracked by emergency management and will be annually reviewed for completion or removal. AARs should be reviewed prior to any exercise to ensure that any previous issues are recognized and corrected as successfully as possible.

Financial Authorities and Policies

Local:

- Regional Transportation District Act, C.R.S. 32-9-101, *et seq.*

Federal:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- National Response Framework
- Presidential Decision Directive 63 (PDD-63)

Emergency Procurement and Spending

RTD uses any existing contracts first to make purchases and secure goods and services for emergency requirements. If such a contract is not available, the EOC Manager and the Emergency Management Specialist each has authority to spend up to $25,000 by use of an RTD Purchase Card (P-Card) for emergency purchases if it is not possible or practicable to initiate a

purchase requisition (PR) for the emergency purchase. These purchases require emergency justification and supporting documentation, consistent with the Procurement Standards Manual or its successor document. Purchase authorizations above this limit must be approved by the Policy Group.

If an emergency P-Card purchase is necessary without the possibility of a PR in excess of a P-Card holder's single transaction limit, contact:

Senior Manager, Safety and Environmental Compliance
Dan McClain
720-255-4420
Dan.McClain@RTD-Denver.com

or

Emergency Management Specialist
Diana Rawles
720-853-6518
Diana.Rawles@RTD-Denver.com

If an emergency P-Card expense is anticipated to be in excess of $25,000 (cumulative total for the purchase), contact:

Director, Contracting and Procurement
Dana Steele
303-299-2226
Dana.Steele@RTD-Denver.com

Emergency Contracting

Emergency and post-disaster contracts will be managed by the Contracting and Procurement Division. Allowing emergency contracting during an emergency is an important way to avoid lengthy contract bidding processes and speed up response and recovery efforts; however, it should be carefully managed in order to prevent RTD and the taxpayers from potentially overpaying for goods and services by failing to facilitate appropriate competition for taxpayer funded contracts. More detailed information about emergency contractors can be found in the Procurement Standards Manual or its successor document.

Plan Development and Maintenance

EOP Coordination

This EOP will be promulgated every three years. The reviews, revisions, updates, and changes made to the plan will begin with the Emergency Management Division of the RTD-PD, which will then elevate the plan as needed if signatures are required for the changes to the plan. If any necessary plan changes originate outside the Emergency Management Division, the need for updates will be communicated to the appropriate department via email to ensure version control and accountability.

Planning and Coordination Responsibility

The Emergency Management Division of RTD-PD is tasked with maintaining, distributing, and updating this EOP. Revisions to this EOP will be coordinated by the Emergency Management Division that will also review and approve any proposed revisions.

EOP Updates

Plan maintenance includes updating and revising the plan to reflect all changes, testing the plan periodically, and ensuring that all personnel remain up to date on their roles and responsibilities as outlined in the plan. If any issues emerge, situations change, gaps become apparent, and/or requirements change, the plan must be updated to reflect these and remain usable, compliant and current. The EOP will be reviewed annually, after any exercises, following any changes in requirements, and/or after actual incidents, as necessary.

EOP Reviews and Updates

This EOP is continuously monitored and evaluated for its effectiveness, and will be updated after the following:

- When lessons learned from real-world incidents are reviewed
- When hazard risks or risk areas change
- When alert and warning systems change
- When applicable government planning standards are changed
- When changes to applicable laws and regulations require updates

EOP Revision

Anyone who plays a role in implementing the EOP should be appropriately trained on the plan and understand their role in supporting emergency response operations. RTD exercises its EOP annually; however, real world events that result in activations may be substituted for an exercise if deemed appropriate.

Continuity of Operations Plan (COOP)

COOP, are vital to the successful response to and recovery from an emergency or other incident. Outlined below are the lines of succession for RTD's General Manager and CEO, Chief of Transit Police and Emergency Management, and Emergency Management Specialist

General Manager and CEO

- Chief Operations Officer
- Chief Financial Officer
- Assistant General Manager of Bus Operations
- Assistant General Manager of Rail Operations

Chief of Police and Emergency Management

- Deputy Chief of Operations
- Deputy Chief of Administration
- Commander of highest seniority

Emergency Management Specialist

- Commander of Administration
- Lieutenant of Administration

RTD's COOP also contains information regarding how it will continue performing essential functions during emergency operations. This includes line of succession, alternate facilities, communication methods, and procedures.

RTD Emergency Operations Plan

Functional Annexes

Annex A: Bus Operations
Annex B: Commuter Rail Operations
Annex C: Light Rail Operations
Annex D: Paratransit Operations
Annex E: Capital Programs
Annex F: Transit Police

RTD Emergency Operations Plan

Annex A: Bus Operations

Purpose

The purpose of this Annex is to define the actions and roles necessary for the Bus Operations Division to participate in a coordinated response within the framework of the EOP . This Annex provides guidance to groups within the Bus Operations department/division with a general concept of potential emergency assignments before, during, and following emergency or disaster situations.

Bus Operations Division is responsible for delivery of all RTD rubber-tired transit services, except paratransit. RTD bus operations consists of nine operational divisions, described in Characteristics and five organizational groups within RTD:

1. Contracted Services– responsible for overseeing the delivery of all RTD rubber-tired services delivered by RTD's contracted transit service providers, including fixed-route and demand responsive services.
2. Maintenance– responsible for maintaining RTD's directly operated rubber-tired fleet, including transit vehicles and support services.
3. Street Operations: responsible for the coordination and supervision of all bus services in operation.
4. Transportation– responsible for the training of RTD bus operators and the delivery of RTD directly operated bus services.
5. Administration– responsible for administrative duties and high-level decision-making for all divisions of Bus Operations.

Bus Operations oversees more than 150 Local, Regional and Skyride routes and serve 10,000 bus stops throughout the service area. The RTD bus system operates 365 days a year, 24 hours a day. Bus operations addresses the unique needs and challenges of all individuals by facilitating accessibility, mobility, and community involvement through RTD programs and services. The Bus Operations fleet consists of more than 1,000 transit vehicles, 300 non-licensed vehicles, such as lawnmowers, and 450 licensed support vehicles operating out of four RTD divisions and five private contracted divisions. Of the five contracted divisions, four are fixed-route contactors one private contractor operates RTD’s FlexRide service in 24 areas throughout the District.

Scope

The Bus Operations Division will provide scheduled and demand response bus service to the public, leveraging necessary human and physical resources. Bus operations will, to the degree possible, support other operations divisions, including rail, to provide auxiliary services, such as bus bridges, during rail emergencies or outages. Bus operations will continue to maintain and support the support services fleet, which extends to all departments in the agency. This Annex applies to all staff, equipment, subdivisions, and operations of the Bus Operations department and associated divisions and primarily describes the department’s emergency actions.

RTD Emergency Operations Plan

Situation Overview

Characteristics

Bus operations has four RTD operated bus operating groups, four privately operated fixed-route contractor providers, and one demand response group.

Operating Divisions

- **Platte** (3333 Ringsby, Denver, CO 80216) 300 FT bus operators, 100 maintenance staff and approximately 15 administrative staff
- **East Metro** (14000 E. Colfax, Aurora, CO 80011) - 300 FT bus operators, 93 maintenance staff and approximately 15 administrative staff
- **Boulder** (1707 Exposition, Boulder, CO 80301) - 100 FT bus operators, 26 maintenance staff and approximately 10 administrative staff
- **District Shops** (1900 31st St. Denver, CO 80216) – 65 maintenance staff and approximately 100 administrative staff (bus operations only)

Fixed-Route Private Operating Divisions (Operated by TransDev as of July 2023)

- **Commerce City** (6345 Colorado Blvd, Commerce City, CO 80022)
- **Denver** (100 W. 64th Ave, Denver, CO 80221)
- **Longmont** (811 S. Sherman St., Unit D, Longmont, CO 80501)
- **Englewood** (2775 S. Vallejo St., Englewood, CO 80110)

Demand Response Division

- **Via Mobility** (2855 N. 63rd Street, Boulder, CO 80301 and 6500 Franklin Street, Denver, CO 80229)

While the vast majority of bus operations employees are located at one of the above facilities, some administration staff are also located at RTD's headquarters (1660 Blake St. Denver, CO, 80202). Administrative staff includes the Assistant General Manager and Deputy Assistant General Manager of Bus Operations, Business Program Manager, Data Analyst II, and Business Support.

The Transportation subdivision has oversight of the three operating facilities - Platte, East Metro and Boulder - and the Bus Operator Training Subdivision. The transportation subdivision has managers, assistant managers, lead division supervisors, and division supervisors at each operating facility, with a general superintendent leading the subdivision. There are currently nearly 700 full-time and 100 part-time bus operators directly employed by the agency.

The Maintenance subdivision works with other subdivisions throughout the department, ensuring that they have buses and support equipment needed to meet RTD's mission to *Make Lives Better through Connections*. Bus maintenance consists of four facilities: District Shops, Platte, East Metro, Boulder. Maintenance operations is managed by the General Superintendent of Maintenance, the Assistant General Superintendent of Maintenance, division managers, assistant division managers, supervisors, engineering, quality control, and trainer positions.

Street operations oversees the daily processes of the OCC (Dispatch) and Street Supervision. They work closely with external agencies throughout the service area to maintain an efficient and reliable transit network. The Street Operations subdivision is managed by the General Superintendent and Assistant General Superintendent of Street Operations and supported by Street Supervision, Dispatch, Station Starters, Sign Maintainers, and Sign Fabricators.

Street operations supervises the coordination, preparation, and update of all detours affected by special events, emergencies, or service disruptions. Street operations also works closely with law enforcement, jurisdictions, and municipalities for on-street activities and detours affecting bus operations. Street Operations also coordinates emergency response with the RTD Office of Emergency Management.
The Contracted Services Group is managed by the Senior Manager of Contracted Services and serves as the liaison between RTD personnel and the private contractor personnel. Private contractors operate approximately half of RTD fixed-route service, and all FlexRide (demand response) service. In addition, contracted services plans all special services and ensures that adequate personnel (both RTD and private contractors) are available to provide the service. Contracted services also serves as the conduit for service related partnerships throughout the District.

Equipment used across all divisions typically consists of radio handhelds for field communications, supervisor vehicles for field assignments and emergency response, buses and associated support systems, such as CAD/AVL, for providing transit service to customers, non-revenue vehicles for management and other staff.

Planning Assumptions

This Annex is a supplementary document to the RTD Emergency Operations Base Plan. The RTD EOP will also include hazard specific Annexes to identify the actions to be taken for a specific risk, hazard, or emergency. This Annex will remain at an all-hazards level of planning and shall identify the roles and responsibilities of the Bus Operations Division and all subdivisions thereof.

Organization and Assignment of Responsibilities

Protection

- Set up and maintain safety protection in maintenance and transportation divisions for environmental and job-related hazards
- Set up additional protocols as safety and security incidents are observed to continuously improve safety and security posture
- Video monitoring, particularly with on-street activities, assist with all operations monitoring and incidents
- Review of video and data from driving events (SmartDrive) records to provide information to create new training curriculum and safety procedures

RTD Emergency Operations Plan

Prevention

- Bus operations seeks to prevent safety and security incidents with the public by providing Conflict Prevention Intervention (CPI) training to all bus operators and installing safety equipment, such as operator enclosures
- Bus operators, along with all other field-based positions in bus operations, learn to identify and assess hazardous situations, prevent collisions and accidents, and report all unsafe acts or unsafe conditions through appropriate channels
- Dispatch/OCC monitors all available video surveillance and communication channels for potential safety and security incidents

Mitigation

- Monitor all bus operations 24/7 and assist operators during periods of distress or potential safety concerns
- Ensure emergency procedures and communications are understood
- Provide first aid equipment
- Develop and implement strategies to reduce the impact of hazards
- Identify and organize resources and implement measures to continue service
- Evacuation of resources to prevent emergency/disaster damages

Response

- Street operations and the OCC will:
    - Respond to all incidents according to policy
    - Maintain communication until street supervisors or emergency responders arrive, including with first responders and SCC
    - Assess the situation
    - Advise appropriate next steps
    - Document the incident
    - Dispatch available buses according to availability to serve as a:
        - Bus bridge
        - Evacuation bus
        - Warming/cooling shelter bus
- Transportation and contracted services management will:
    - Review video recording through SmartDrive (or applicable private contractor system) to understand incident details

Recovery

- Assess recovery needs, determine the level and types of damages
- Assist in implementing recovery programs
- Assist with plans to prevent and or diminish future emergencies and events.
- Street operations, along with contracted services staff, will assist and coordinate the activities of recovery initiatives
- Work to develop a unified and accessible communication strategy
- Participate in damage and impact assessments with other recovery partners

- Documentation of the incident is reviewed to glean important lessons learned and inform future incident response improvements, and collaborate on the development of AARs for continuous improvement

Concept of Operations

The Bus Operations Division shall participate in the larger ICS and will send qualified representatives to the EOC upon request of the EOC Manager. Street supervisors shall be trained as incident commanders and will have the authority to make decisions on scene.

The General Superintendent of Street Operations, Assistant General Superintendent of Street Operations, and one lead dispatcher shall be trained as EOC representatives and will have access to leaders for any decisions that need to be escalated, but shall also have knowledge about available resources and the authority to commit division resources. The priority of tasks will be determined jointly with the EOC Manager in accordance with the overall planning effort for the emergency or event.

The division will evaluate damage to facilities, mobilize staff and resources, prioritize restoration of services based on resources available, and coordinate with other RTD departments/divisions. The General Superintendent of Street Operations will ensure that its subdivisions keep logs of actions taken and information received.

Direction, Control, and Coordination

The AGM, Bus Operations will be responsible for overall direction of the Bus Operations Division and shall coordinate with their EOC representative to facilitate information exchange and resource management. If the AGM is unavailable, the chain of succession identified in the COOP will be followed, which is duplicated here:

1. Deputy Assistant General Manager, Bus Operations
2. General Superintendent of Street Operations
3. General Superintendent of Transportation

Communication

All internal emergency communication will be shared by ReadyOp, email, cell phone, text messages, handheld radios, tablets, and land lines.

Communications with the general public will be managed through the communications and engagement staff member serving as the PIO for the event.

Administration, Finance, and Logistics

Bus Operations Division shall be responsible for maintaining records on:

- Staffing levels and hours worked by employees on account of the emergency/disaster
- Damage incurred on relevant equipment/facilities/infrastructure because of the emergency

- Objectives of department/division when responding to emergencies and log of relevant actions taken to accomplish

This information will be provided to the EOC upon request.

Emergency Equipment on Fixed-Route Revenue Vehicles

Each diesel bus holds between 75-182 gallons of diesel fuel. The Mall Shuttle subfleet consist of battery electrified buses and the batteries are between 292-330 kWh Lithium Iron Phosphate compound.

All transit buses are all equipped with:

- Fire extinguisher
- Emergency triangles
- Strap chains/snow chains/snow socks or auto chains depending on bus type

In the event of an emergency, operators use on-board radio systems to contact Dispatch. This system also has a backup "fallback" feature in the event the main system is down. Buses are also equipped with cameras to provide additional security. Buses procured and accepted into the fleet buses have a live look-in AV system, where transit police can view and talk to operators and customers on the bus remotely.

Forty-foot transit buses have the ability to dump the air from exterior compartment below the operator's window. By dumping the vehicle air system it will release the front doors. Coach buses can dump the air from the compartment below the operator's window. This is in place if the system fails electronically or if the batteries are dead.

All safety equipment is inspected every 6,000 miles and mid-year inventory is conducted at East Metro, Platte, and Boulder Divisions.

Annex Development and Maintenance

It is the responsibility of the Bus Operations Division to develop or update internal SOPs to ensure its own operations capabilities. The AGM, Bus Operations will coordinate the planning of all bus operations related to emergency operations.

The Bus Operations Division also is committed to testing and continuous improvement of this plan and will participate in exercises on a two-year cycle unless a real-world event or emergency makes doing so unrealistic. After each exercise or emergency, the Bus Operations Division will participate in the AAR process and will implement improvement plan items as relevant.

This Annex will be updated after any emergency or exercise from which the AAR identifies necessary changes and every three years on the same cycle as the revision of the EOP Base Plan.

Annex B: Commuter Rail

Purpose

The purpose of this Annex is to define the actions and roles necessary for the Commuter Rail Division to participate in a coordinated response within the framework of the RTD EOP. This Annex provides guidance to groups within the Commuter Rail Division with a general concept of potential emergency assignments before, during, and following emergency or disaster situations.

Scope

This Annex applies to all staff, equipment, subdivisions, and operations of the Commuter Rail Division and primarily describes the division's emergency actions.

Situation Overview

Characteristics

The Commuter Rail Operations subdivision is responsible for timely and safe rail services. RTD commuter rail currently operates the N Line on 13.75 commuter rail system miles of track, 365 days a year with six rail stations and operates 365 days a year.

Commuter rail operations services and maintains all track, signals, overhead catenary system (OCS), and right of way access for the N Line. In addition, commuter rail maintains all certifications for train engineers, conductors, dispatchers, signal maintainers, track maintainers, communications, OCS maintainers and rail laborers. Safety procedures and practices are continuously reviewed to ensure safety of employees and customers.

Commuter Rail Operations consists of four subdivisions:

Rail Administration

Provides the overall management for commuter rail operations. This subdivision includes all budgeting, fiscal planning and monitoring, capital project planning, performance monitoring, data analysis and overall reporting, educational development, regulatory compliance, and safety/quality assurance through internal assessments/audits. Oversight and technical expertise are provided for corridor rail construction projects.

Commuter Rail Transportation (CRT)

Responsible for providing safe and reliable daily service to the customer base and provides special services for events. The OCC provides 24/7 coverage, serves as a command-and-control facility and is the main location from which all aspects of the

system are controlled, and operational decisions are made regarding scheduled and emergency operations.

Maintenance of Way (MOW) and Infrastructure

Responsible for the maintenance of the agency's rail right of way including traction power substations, OCS, signal systems, track, and track right of way such as rail beds and structures.

Commuter Rail Oversight

Commuter Rail Contract Services (aka Oversight) oversees the Concessionaire Agreement (CA) with DTP and its operator DTO, which operates the A, B, and G lines through the CA with RTD. Oversight oversees operations and maintenance delivery to ensure the Eagle 3P Concessionaire is meeting contractual requirements as well as regulatory requirements. The oversight team provides support to the commuter rail lines and interfaces with all responsible members performing operation and maintenance.

To provide additional context to commuter rail operations, described below is the commuter rail systems and equipment components to maintain rail system operations.

WIMAX

The WIMAX system provides system monitoring and status information to OCC. WIMAX information includes train locations, speed, positive train control, and a variety of additional system information.

Commuter Rail Vehicles

The fleet consists of 66 individual Hyundai Rotem units also referred to in this document as Electro-Mechanical Units (EMU), using a 25K OCS. All vehicles are maintained by DTO at the commuter rail maintenance facility located at 5151 Fox Street, Denver, CO.

CR Maintenance Facility

The commuter rail facility located at 8215 Steele Street, Commerce City, CO is where general maintenance, repair and rolling stock storage for the N Line occur.

Operations

OCC governs the operation, control, and dispatch of commuter rail vehicles. Dispatch maintains contact with the train engineers and conductors by means of radios located in each commuter rail vehicle cab. Commuter rail engineers and conductors also carry a portable radio to be used while outside of the cab or in case of cab radio failure. Field supervisors rove throughout the system during operations. Their role is to provide support and coordination between Dispatch and commuter rail vehicle engineers and conductors during an emergency or upset in the system that may require a manual block operation, bus bridge, evacuation, or accident response and investigation.
Current operations consist of one line:

N Line – Denver Union Station to 124th Station in Thornton

In the case of an accident or breakdown of the system, the controller will monitor movement and control train movement using a manual block system. When necessary, buses are used in a bridging procedure to move customers around a trouble area.

OCS – Overhead Catenary

OCS for the commuter rail system is the overhead catenary wire. Approximately 25,000 volts AC is fed to the overhead catenary wire. Contact between the overhead wire and the Commuter Rail Vehicle (CRV) is through the CRV pantograph located on the top of the CRV. For all incidents or maintenance involving the OCS, the pantograph should be lowered to remove electrical hazard from the CRV.

Grade Crossings

The system has 49 Grade crossings: 13 pedestrian rail-grade crossings at stations and 36 highway-rail grade crossings. Nearly all the highway-rail grade crossings will be in quiet zones and most crossings feature:

- Quad gates or concrete medians
- Loop detectors to prevent vehicles from becoming trapped between the gates
- Advanced preemption closed circuit television pedestrian treatments
    - Many locations include gates
    - Tactile warning strips with truncated domes

Pedestrian crossings are protected with a combination of flashing signals, audible bells, and ancillary 'another train approaching' signs. These warning devices will be controlled with fixed approach audio frequency track circuits.

Signals and Train Control

Commuter rail uses a traditional cab-signaling Automatic Train Control system in conjunction with a Positive Train Control (PTC) overlay system. There are wayside signals only at interlockings. The PTC system uses Wabtec's Interoperable Electronic Train Management System to meet FRA requirements in accordance with the 2008 Rail Safety Act including:

- Prevention of train-to-train collisions
- Enforcement of over-speed limits (including civil, routing, temporary)
- Prevention of incursions into established work zone limits
- Prevention of movements over switches set in the wrong direction (in interlockings and hand throw switches)

The PTC system uses a combination of fiber and wireless communication technologies deployed in a redundant manner to provide a robust, reliable and highly-available system.

Commuter rail operations has three operating facilities, which are active 24 hours a day, 365 days a year, these facilities include:

711 W 31st Avenue, Denver

RTD Emergency Operations Plan

7190 Colorado Blvd, Commerce City
8125 Steele Street, Commerce City

Planning Assumptions

This Annex is a supplementary document to the RTD Emergency Operations Base Plan. The RTD EOP will also include hazard specific Annexes to identify the actions to be taken for a specific risk, hazard or emergency. This Annex will remain at an all-hazards level of planning and shall identify the roles and responsibilities of the Commuter Rail department/division and all subdivisions thereof.

Concept of Operations

Commuter Rail Operations Group shall participate in the larger ICSas stood up by RTD and will send qualified representatives to the EOC upon request of the EOC Manager. The General Superintendent of Transportation, Manager Rail Service Delivery and Lead Dispatcher shall be trained as EOC representatives and will have access to leaders for any decisions that need to be escalated but shall also have knowledge about available resources and the authority to commit department resources. The priority of tasks will be determined jointly with the EOC Manager in accordance with the overall planning effort for the emergency or event.

The General Superintendent, Rail Transportation, or their delegate, shall ensure their division has a minimum of three field supervisors trained as incident commanders and will have the authority to make decisions on scene.

The group will evaluate damage to facilities, mobilize staff and resources, prioritize restoration of services based on resources available, and coordinate with other RTD divisions. The General Superintendent, Rail Operations, or their delegate, will ensure that its subgroups keep logs of actions taken and information received.

Organization and Assignment of Responsibilities

Protection

- Commuter rail transportation will:
    - Observe and report observed signs of violence or unsafe conditions
    - Train on emergency management and response, according to Emergency Preparedness Plan

Prevention

- Commuter rail transportation will:
    - Use safety reporting system with direct notification to control

Mitigation

- Commuter rail transportation will:
  - Train for ICS and other emergency response activities to facilitate a quick response and minimize further damages incurred as a result of emergency events

Response

- Commuter Rail Transportation will:
  - Coordinate with all internal and external agencies using SOPs related to emergency response to help navigate the correct steps during these incidents
- Commuter rail MOW and infrastructure will:
  - Assess the nature of the emergency and make a determination if sections of the right of way should be placed out of service or operated under a speed restriction to help protect the OCS, rail and signal infrastructure.
  - Determine the depth and breadth of asset degradation to the OCS, rail and signal infrastructure and gather the information needed to move into the recovery stage

Recovery

- Commuter rail transportation will:
  - Control send notification and restore service
- Commuter rail MOW and infrastructure will:
  - If interim steps are determined to be appropriate, make interim repairs to the OCS, rail and signal infrastructure
  - With assistance from engineering, repair the OCS, rail and signal infrastructure up the standards of the design criteria
  - Depending on the scope of the recovery efforts, capital programs may be engaged to contract the engineering and/or construction of the recovery efforts or the recovery efforts may be completed with internal RTD resources
- OCS, rail and signal infrastructure should have the same estimated date for their end of useful life as they did prior to the emergency and recovery efforts

Direction, Control, and Coordination

The AGM, Rail Operations will be responsible for overall direction of the Commuter Rail subdivision and shall coordinate with their EOC representative to facilitate information exchange and resource management. If the AGM, Rail Operations is unavailable, the chain of succession identified in the COOP will be followed, which is duplicated here:

Deputy Assistant General Manager, Rail Operations

General Superintendent, Commuter Rail Transportation
General Superintendent, Commuter Rail MOW and Infrastructure

Communication

All internal emergency communication will be shared by ReadyOp, email, cell phone, text messages, handheld radios, tablets, and land lines.

Communications with the general public will be managed through the communications and engagement staff member serving as the PIO for the event.

Administration, Finance, and Logistics

Commuter Rail Group shall be responsible for maintaining records on:

- Staffing levels and hours worked by employees on account of the emergency/disaster
- Damage incurred on relevant equipment/facilities/infrastructure as a result of the emergency
- Objectives of Commuter Rail when responding to emergencies and log of relevant actions taken to accomplish
- Investigative reports and associated audio and video recordings
- Maintaining accurate records of reported incidents and incident responses

This information will be provided to the EOC upon request.

Emergency Equipment on Revenue Vehicles

RTDs EMU's all have the following emergency equipment

- Fire extinguisher in each end's cab
- Emergency tools such as a pry bar, flashlight, first aid kit marked with signage in each car
- Pantograph poles, which are insulated poles used to manually retract pantographs away from the catenary wire or unlatch from the down position
- Emergency Ladder/transfer board to be used for evacuation
- Radio that runs on EMU auxiliary power
- Safety glass at all windows
- Emergency egress override and signage for passenger egress at every door
- Passenger intercom system for the operator to communicate to passengers plus an emergency intercom at each end of the passenger area to call and talk the operator with a push of a red button
- Passenger emergency alarm button strategically placed at four locations throughout the CRV's passenger area, which notifies the engineer in the engineer area by providing an alarm and a light on the dash and outside the CRV with the emergency

Annex Development and Maintenance

It is the responsibility of commuter rail general superintendents to develop or update internal SOPs to ensure its own operations capabilities. The Deputy Assistant General Manager, Rail Operations or their delegate, will coordinate the planning of all commuter rail operations related to emergency operations.

Commuter Rail Group also is committed to testing and continuous improvement of this plan and will conduct exercises on a yearly basis. This yearly exercise is conducted by DTO and RTD on alternating years, unless a real-world event or emergency makes doing so unrealistic. After each exercise or emergency, Commuter Rail Group will participate in the AAR process and will implement improvement plan items as relevant.

This Annex will be updated after any emergency or exercise from which the AAR identifies necessary changes and every three years on the same cycle as the revision of the EOP: Base Plan.

RTD Emergency Operations Plan

Annex C: Light Rail Operations

Purpose

The purpose of this Annex is to define the actions and roles necessary for the Light Rail Operations Group to participate in a coordinated response within the framework of the RTD EOP. This Annex provides guidance to groups within the Light Rail Operations Group with a general concept of potential emergency assignments before, during, and following emergency or disaster situations.

Scope

This Annex applies to all staff, equipment, subdivisions, and operations of the Light Rail Operations Group and primarily describes the group's emergency actions.

Situation Overview

Characteristics

The Light Rail Operations (LRO) subdivision is responsible for providing safe and reliable train service. RTD light rail currently operates six light rail lines providing approximately 60 light rail system miles (double track) with 57 rail stations and operates 365 days a year.

LRO services and maintains 201 Light Rail Vehicles (LRVs) and maintains all track, signals, overhead catenary system, and right of way access. In addition, light rail maintains all certifications for train operators, electro mechanics, signal/traction power maintainers, track maintainers and rail laborers. Safety procedures and practices are continuously reviewed to ensure safety.

RTD Light Rail Operations consist of four subdivisions:

Light Rail Administration (LRA)

Provides the overall management for light rail operations. This group includes all departmental budgeting, fiscal planning and monitoring, capital project planning, performance monitoring, data analysis and overall reporting, educational development, regulatory compliance, and safety/quality assurance through internal assessments/audits. Project management is provided for all rail vehicle procurements. Oversight and technical expertise are provided for corridor rail construction projects.

Light Rail Transportation (LRT)

Responsible for providing safe and reliable service, and provides alternated schedules for events such as the Denver Broncos, Colorado Rockies, large concerts, etc. The OCC provides 24/7 coverage, serves as a command-and-control facility and is the main location from which all aspects of the system are controlled, and operational decisions are made regarding scheduled and emergency operations.

Light Rail Vehicle Maintenance (LRVM)

Maintains all certifications for light rail mechanics and is responsible for ensuring the maintenance and cleanliness of the district's rail fleet. In addition to preventive maintenance, accident repairs, electrical/electronic diagnostics, service and cleaning of the vehicles, this group provides

emergency and road call response for vehicle recovery, component overhauls and rebuilds, as well as all body shop functions including body, paint, glass, and upholstery work.

Maintenance of Way (MOW) and Infrastructure

Responsible for the maintenance of the district's rail rights of way to include traction power substations, OCS, signal systems, track, and track rights of way such as rail beds and structures. In addition, the Supervisory Control and Data Acquisition (SCADA) group provides oversight of the fiber optics and information technology to function and maintain the SCADA system that enables staff to visually track and control the vehicles and wayside equipment, such as substations and track switches, in the district's rail corridors.

To provide additional context to light rail operations, below describes the different light rail systems and equipment components to maintain rail system operations.

Light Supervisory Control and Data Acquisition

The SCADA system provides two types of general functions: control over certain system elements from the Central Control Center; and system monitoring and status information to the Central Control Center. The SCADA system allows light rail controllers certain capabilities such as remote capability to power down sections of the alignment and control over power switches. It also provides information to the light rail controllers on the status of certain elements of the light rail system. SCADA information includes train locations, switch alignments, power status, signal status and a variety of additional system information.

Light Rail Vehicles

The RTD light rail vehicle fleet consists of two models from Siemens: the SD 100 and the SD 160. The vehicles are very similar and have two main differences. The SD 160 has an AC propulsion system and sliding plug doors where the SD 100 has a DC propulsion system and bi-fold doors. The SD 100 model is the original RTD vehicle and there are 49 vehicles in the fleet. The SD 160 was originally ordered for the Southeast Corridor extension: 68 were delivered with an additional 55 vehicles ordered for FasTracks plus an additional order of 29, the first of which arrived in August 2009 with delivery ending in 2020. RTD now has a total of 201 revenue service vehicles.

LRT Maintenance Facility

The Mariposa facility is a heavy maintenance and overhaul facility for cars and major components. The Elati facility is the operational facility with a capacity of 201 light rail vehicles. Mariposa is also used for some vehicle storage and pull-out activity to accommodate future expansion.

Operations

OCC governs the operation, control, and dispatch of light rail vehicles. Control maintains contact with the train operators by means of radio located in each light rail vehicle cab. Light rail operators also carry a portable radio to be used while outside of the cab or in case of cab radio failure. Controller/supervisors rove throughout the system during operations. Their role is to provide support and coordination between OCC and light rail vehicle operators during an

emergency or disruption in the system that may require a manual block operation, bus bridge, evacuation, or accident response and investigation.

Current operations consist of six lines:

- D Line, 18th and California to Littleton Mineral
- E Line, Union Station to RidgeGate Parkway
- H Line, 18th and California to Florida
- L Line, 16th & Stout to 30th – Downing
- R Line, Peoria to RidgeGate Parkway
- W Line, Union Station to Jeffco Government Center

In the case of an accident or breakdown of the system, the controller will monitor movement and control train movement using a manual block system. When necessary, buses are used in a bridging procedure to move passengers around a trouble area.

System Power – Traction Power Substations and Overhead Catenary

System power for the light rail system includes two critical elements: traction power substations (TPSS) and the overhead catenary wire. TPSSs are located approximately one mile apart along the light rail alignment. Approximately 13,200 volts AC is fed to the TPSS. The TPSS converts this feed to a nominal 750 volts DC and supplies the 750 volts DC to the overhead catenary wire. Contact between the overhead wire and the LRV is through the LRV pantograph located on the top of the LRV.

For incidents involving no damage to the overhead wire and no significant damage to the side or top of the LRV, the incident can most likely be managed without removing power, i.e., without shutting down TPSS and without lowering the pantograph. For incidents with major LRV damage, the pantograph should be lowered to remove electrical hazard from the LRV. If an incident involves damage to the overhead wire or if the overhead wire and pantograph are entangled, power should be removed in one of two ways: utilize emergency shut off located in locked box on nearest TPSS, or request power removal from light rail OCC.

Light rail operations has four RTD operating facilities, which are active 24 hours a day, 365 days a year, these facilities include:

Operating Sites

- **Elati** (2701 S Elati, Denver, CO 80110) Admin Staff, LRVM Training, Rail Equipment Engineers, LRVM Supervisors, Electro Mechanics, Service workers, facilities supervisors, parts clerks, Division Supervisors, Train Operators
- **Mariposa** (655 Mariposa, Denver, CO 80204) Lead Controllers, Controllers, Fare instructor, Lead Field Supervisors, Field Supervisors, LRVM Supervisors, Electromechanics, Storeroom staff
- **Navajo** (752 Navajo St, Denver, CO, 80204) Network Engineer, SCADA Technicians

- **Rio Court** (1350 Rio Court, Denver, CO, 80204) Admin, Senior engineers, MOW Trainers, MOW Supervisors, Track Maintainers, Rail laborers, Signal traction power maintainers, master mechanic, equipment operator/track maintainer, Storeroom staff

Light rail operates on five different corridors to include the Central, Central Platte Valley (CPV), Southeast, Southwest, and West corridors. Appendix A provides the station and park-n-ride jurisdictions by corridor.

Planning Assumptions

This Annex is a supplementary document to the RTD EOP. The RTD EOP will also include hazard specific Annexes to identify the actions to be taken for a specific risk, hazard or emergency. This Annex will remain at an all-hazards level of planning and shall identify the roles and responsibilities of the Light Rail Operations Group and all subgroups thereof.

Organization and Assignment of Responsibilities

Protection

- Observe and report unsafe conditions

Prevention

- Light rail transportation will:
  - Utilize established safety and security reporting system with direct notification to control
- Light rail vehicle maintenance will:
  - Maintain the light rail fleet in a safe, reliable condition including recovery response truck fleet and equipment ready for emergency response
  - Ensure training of staff in safety and technical aspects to ensure interdepartmental coordination for a safe and successful response and recovery of light rail vehicles

Mitigation

- Participate in trainings and exercises upon request

Response

- Light rail transportation will coordinate with all internal and external agencies using Internal Work Instructions (IWIs) and SOPs related to emergency response to help navigate the correct steps during these incidents including:
  - Use of ICS and NIMS
  - Electrical safety as relating to OCS and other hazards
  - Conducting Accident/Incident Investigation

- LRV maintenance will send an initial response team and lead to assess the severity on site to ensure adequate response, job hazard analyses, tactics, workforce and equipment is deployed
- Light rail maintenance of way/infrastructure will :
    - Assess the nature of the emergency and make a determination if sections of the right of way should be placed out of service or operated under a speed restriction; closures and/or speed restrictions may help protect the OCS, rail and signal infrastructure
    - Determine the depth and breadth of asset degradation to the OCS, rail and signal infrastructure and gather the information needed to move into the recovery stage

Recovery

- Light rail transportation will:
    - Generate notifications to stakeholders
    - Restore service
- Light rail vehicle maintenance will:
    - Create and update the Job Hazard Analysis as conditions change
    - Remove vehicle from scene, including any necessary measures to restore safe operational condition
    - Document damages to vehicle and infrastructure
    - Repair damages and return to revenue service-ready status
- Light rail maintenance of way/infrastructure will:
    - Make appropriate interim repairs to OCS, rail, and signal infrastructure up to standards of design criteria and should have the same estimated date for their end of useful life as they did prior to emergency or recovery efforts, with assistance from Capital Programs Engineering Group

Concept of Operations

Light rail operations shall participate in the larger ICS and will send qualified representatives to the EOC upon request of the EOC Manager. The General Superintendent, Rail Transportation, or their delegate, shall ensure their group has a minimum of three field supervisors trained as incident commanders and will have the authority to make decisions on scene.

The lead controllers and field supervisor lead shall be trained as EOC representatives and will have access to leaders for any decisions that need to be escalated but shall also have knowledge about available resources and the authority to commit department resources. The priority of tasks will be determined jointly with the EOC Manager in accordance with the overall planning effort for the emergency or event.

The subdivision will evaluate damage to facilities, mobilize staff and resources, prioritize restoration of services based on resources available, and coordinate with other RTD departments/divisions. The General Superintendent, Rail Transportation, or their delegate, will ensure that its subdivisions keep logs of actions taken and information received.

Direction, Control, and Coordination

The AGM, Rail Operations will be responsible for overall direction of Light Rail Operations subdivision and shall coordinate with their EOC representative to facilitate information exchange and resource management. If the AGM, Rail Operations is unavailable, the chain of succession identified in the COOP will be followed, which is duplicated here:

Deputy Assistant General Manager, Rail Operations
General Superintendent, Light Rail Vehicle Maintenance
General Superintendent, Rail Transportation

Communication

All internal emergency communication will be shared by ReadyOp, email, cell phone, text messages, handheld radios, tablets, and land lines.

Communications with the general public will be managed through the communications and engagement staff member serving as the PIO for the event.

Administration, Finance, and Logistics

Light Rail Operations subdivision shall be responsible for maintaining records on:

- Staffing levels and hours worked by employees on account of the emergency/disaster
- Damage incurred on relevant vehicles, equipment, facilities, and infrastructure as a result of the emergency
- Objectives of light rail operations when responding to emergencies and log of relevant actions taken to accomplish
- Investigative reports and associated audio and video recordings
- Maintaining accurate records of reported incidents and incident responses

This information will be provided to the EOC upon request.

Emergency Equipment on Revenue Vehicles

RTDs SD100 and SD160 LRVs all have the following emergency equipment:

- Fire extinguisher in each end's cab
- Radio that runs on LRV auxiliary power
- Safety glass at all windows

- Emergency egress override and signage for passenger egress at every door
- Passenger intercom system for the operator to communicate to passengers plus an emergency intercom at each end of the passenger area to call and talk the operator with a push of a red button
- Passenger emergency alarm button strategically placed at four locations throughout the LRV's passenger area, which notifies the operator silently in the passenger area and gives the operator an alarm and a light on the dash and outside the LRV with the emergency.

Annex Development and Maintenance

It is the responsibility of the light rail general superintendents to develop or update internal SOPs to ensure its own operations capabilities. The Deputy AGM, Rail Operations, or their delegate, will coordinate the planning of all light rail operations related to emergency operations.

The Light Rail Operations subdivision also is committed to testing and continuous improvement of this plan and will conduct exercises every two years, unless a real-world event or emergency makes doing so unrealistic. After each exercise or emergency, the Light Rail Operations Group will participate in the AAR process and will implement improvement plan items as relevant.

This Annex will be updated after any emergency or exercise from which the AAR identifies necessary changes and every three years on the same cycle as the revision of the EOP: Base Plan.

Appendix A
Station and Park-N-Ride Jurisdictions

Table 2 – Station and Park-n-Ride Jurisdictions

Central Corridor				
Station	**Park-n-Ride**	**Location**	**Police**	**Fire**
I-25 & Broadway I-25 & Broadway, Denver	I-25 & Broadway I-25 & Broadway, Denver	Denver	Denver	Denver
Alameda Avenue 601 South Cherokee Street, Denver	Alameda Avenue 601 S. Cherokee Street, Denver	Denver	Denver	Denver
10th & Osage 975 Osage Street, Denver		Denver	Denver	Denver
Colfax at Auraria 1101 W. Colfax Ave, Denver		Denver	Denver	Denver
Convention Center 1325 Stout St, Denver		Denver	Denver	Denver
16th Street & Stout 1617 Stout St, Denver		Denver	Denver	Denver
16th Street & California 1516 California, Denver		Denver	Denver	Denver
18th Street & Stout 1816 Stout St, Denver		Denver	Denver	Denver
18th Street & California 1776 California St, Denver		Denver	Denver	Denver
20th Street & Welton 1960 Welton St, Denver		Denver	Denver	Denver
25th Street & Welton 2550 Welton St, Denver		Denver	Denver	Denver
27th Street & Welton 2720 Welton St, Denver		Denver	Denver	Denver
29th Street & Welton 2940 Welton St, Denver		Denver	Denver	Denver
30th Street & Downing 2999 Downing St, Denver	30th Street & Downing 2999 Downing St, Denver	Denver	Denver	Denver

Central Platte Valley Corridor				
Station	**Park-N-Ride**	**Location**	**Police**	**Fire**
Denver Union Station Platform1601 Chestnut Pl., Denver		Denver	Denver	Denver
Pepsi Center/Elitch 1700 9th St (West Side), Denver		Denver	Denver	Denver
Invesco at Mile High 4th and Walnut, Denver		Denver	Denver	Denver
Auraria West 1250 5th Street, Denver		Denver	Denver	Denver

Southeast Corridor				
Station	**Park-n-Ride**	**Location**	**Police**	**Fire**
Dayton 4000 S. Dallas	Dayton Station PNR 4000 S. Dallas	Greenwood Village	Greenwood Village	Denver
Nine Mile (station and tunnels) 3181 S. Parker Rd	Nine Mile PNR 3181 S. Parker Rd	Arapahoe County	Aurora	Aurora
Iliff Station 13905 Wesley Avenue 80014	Iliff Parking Structure 14000 East Wesley Avenue 80014	Aurora	Aurora	Aurora
Florida Station 1490 South Abilene St 80012		Aurora	Aurora	Aurora
Metro Center Station 14555 E Centerpointe Drive 80012	Metro Center Park-N-Ride 80012	Aurora	Aurora	Aurora
2nd and Abilene Station 210 North Abilene Street 80011	2nd and Abilene Park-N-Ride 14051 E Ellsworth Ave 80011	Aurora	Aurora	Aurora
13th Avenue Station 14110 East 13th Avenue 80011	13th Avenue Station Park-N-Ride 14110 East 13th Avenue 80011	Aurora	Aurora	Aurora
Fitzsimons Station 2550 N Fitzsimons Parkway 80011		Aurora	Aurora	Aurora
Peoria Station 11503 East 35th Avenue 80010		Aurora	Aurora	Aurora
Southwest Corridor				
Station	**Park-n-Ride**	**Location**	**Police**	**Fire**
Evans Avenue 2151 South Delaware Denver	Evans Avenue 2151 South Delaware Denver	Denver	Denver	Denver
Englewood Center 1101 Englewood Parkway Englewood	Englewood Center 1101 Englewood Parkway Englewood	Engle-wood	Engle-wood	Engle-wood
Oxford Avenue 4050 S. Santa Fe Drive (near Oxford and Windermere) Sheridan	Littleton Downtown 5780 S. Prince Street, Littleton	Sheridan	Sheridan	Sheridan

Littleton Downtown 5780 S. Prince Street Littleton	Littleton Downtown 5780 S. Prince Street Littleton	Littleton	Littleton	Littleton
Littleton Mineral 7500 S. Platte River Parkway Littleton	Littleton Mineral 7500 S. Platte River Parkway Littleton	Littleton	Littleton	Littleton

West Corridor				
Stations / Park-n-Rides / Elevator / Jurisdictions				
Jefferson County Station		**Location**	**Police**	**Fire**
Station Platform Parking Structure	615 Johnson Rd. 80401 605 Johnson Rd. 80401	Golden	Golden	Golden
Red Rocks College Station				
Station Platform	13400 W. 6th Ave. 80228	Lakewood	Lakewood	Lakewood
Federal Center Station				
Station Platform Surface Parking Lot	11601 W. 2nd Place 80228 11601 W. 2nd Place 80228	Lakewood	Lakewood	Lakewood
Oak Street Station				
Station Platform Surface Parking Lot	1311 Oak Street 80215 1351 Oak Street 80215	Lakewood	Lakewood	Lakewood
Garrison Station				
Station Platform	9091 W. 13th Ave. 80215	Lakewood	Lakewood	Lakewood
Wadsworth Station				

West Corridor				
Station Platform Parking Structure Elevator (East of Wadsworth) Elevator (West of Wadsworth)	1298 Wadsworth Blvd. 80214 1350 Wadsworth Blvd. 80214 7599 W. 13th Ave. 80214 7605 W. 13th Ave. 80214	Lakewood	Lakewood	Lakewood
Lamar Station				
Station Platform	6363 W. 13th Ave. 80214	Lakewood	Lakewood	Lakewood
Sheridan Station				
Station Platform Parking Structure Elevator (West of Sheridan) Elevator (East of Sheridan)	1198 Sheridan Blvd. 80219 1050 Ames Street 80219 1197 Sheridan Blvd. 80204 1198 Sheridan Blvd. 80219	Denver Denver Lakewood Denver	Denver Denver Lakewood Denver	Denver Denver Lakewood Denver
Perry Station				
Station Platform	1199 N. Perry Street 80219	Denver	Denver	Denver
Knox Station				
Station Platform	1245 N. Knox Ct. 80219	Denver	Denver	Denver
Decatur + Federal Station				
Station Platform	1310 N. Federal Blvd. 80219	Denver	Denver	Denver
Auraria West Station				
Station Platform	1250 5th Street 80204	Denver	Denver	Denver

RTD Emergency Operations Plan

Annex D: Paratransit Services

Purpose

The purpose of this Annex is to define the actions and roles necessary for the Paratransit Division to participate in a coordinated response within the framework of the RTD Emergency Operations Plan. This Annex provides guidance to groups within the Paratransit Division with a general concept of potential emergency assignments before, during, and following emergency or disaster situations.

The Paratransit Division is responsible for executing American with Disabilities Act of 1990 (ADA) complementary paratransit services, branded Access-a-Ride. Access-a-Ride is a shared demand response service for those who are unable to use RTD's fixed-route services. Service availability on Access-a-Ride is determined by nearby fixed-route bus service. Eligibility is established under the guidelines provided by the Federal Transit Administration. Trips on Access-a-Ride may be used for any purpose. Reservations must be made one to seven days in advance. There is no same-day Access-a-Ride service.

That said, RTD does support a same day user side subsidy program referred to as Access-on-Demand. RTD subsidizes a portion of every on-demand trip requests which are scheduled by the customer and directly with local transportation network companies and cab companies. The participating vendors are Uber, Lyft, Metro Transportation and zTrip. For the purposes of this report, Access-on-Demand will not be referenced as these vendors would not be in a position to help during an emergency.

Scope

This Annex applies to all staff, equipment, subdivisions, and operations of the paratransit division and primarily describes the division's emergency actions.

Situation Overview

The Paratransit Division is located at 1560 Broadway, Suite 1075, Denver Colorado 80202. The division consists of the following personnel:

- Senior Manager, Paratransit Services: This position provides leadership, administration, and direction for all aspects of the division's ADA complementary paratransit program
- Manager, Paratransit Services: This position is responsible for planning, coordinating, and overseeing the design, implementation and operation of ADA paratransit service-related activities delivered under contract
- Coordinator, Paratransit Eligibility Program: This position is responsible for the ADA and contractual compliance, efficiency, and operational performance of the following paratransit programs: ADA Paratransit Mobility Assessments, Travel Training, and Appeals Process
- Supervisor, Paratransit Quality Assurance: This position is responsible for establishing quality control actions and service improvement recommendations

and oversees the receipt of commendations, complaints, investigations, and complaint resolution

- Paratransit Safety & Training Compliance Officer: This position is responsible for the evaluation and oversight of the Paratransit safety and training programs, workplace safety, training procedure compliance, sensitivity training and accident investigation review
- Technician, Contracted Services: This position is responsible for performing a variety of duties related to the monitoring and administration of Access-a-Ride paratransit service contracts in accordance with contract guidelines and the organization's standards
- Technician, Alternative Transportation: This position is responsible for administering, documenting, tracking, and maintaining the enrollment process for on demand service for eligible Access-a-Ride customers, that also receive paratransit service in accordance with the ADA
- Paratransit Customer Service Representative: This position serves as a liaison to the public, private contractors, and internal customers regarding a variety of customer service and operating issues relating to paratransit service, and coordinates customer complaint investigations and responses
- Paratransit Certification Assistant: This position is responsible for administering, documenting, tracking, and analyzing the application process for paratransit eligibility in accordance with the ADA. Assists in conducting a customer friendly and efficient transit orientation and in person paratransit eligibility assessments

The combined task of the division is to affirm contract compliance and work one-on-one with customers during the following phases:

1. Eligibility
2. Customer Care

The Access-a-Ride program provides services through the partnerships with the following prime contractors:

- First Transit/Transdev – ADA Paratransit Call Center
- Transdev – ADA Paratransit Services Provision, operated with RTD owned vehicles
- Transdev Non-Dedicated - ADA Paratransit Services Provision with provided vehicles (cabs)
- MTM - ADA Paratransit Services Provision, operated with RTD owned vehicles
- MTM – ADA Paratransit Eligibility and Travel Training Services

A detailed review of each of these vendors are available in Appendices to this Annex A-C.

Planning Assumptions

This Annex is a supplementary document to the RTD Emergency Operations Base Plan. The RTD EOP will also include hazard specific Annexes to identify the actions to be taken for a specific risk, hazard or emergency. This Annex will remain at an all-hazards level of planning and shall identify the roles and responsibilities of the Paratransit Division and all subdivisions thereof.

Organization and Assignment of Responsibilities

The primary role of the Paratransit Division is to liaise between the contractors and RTD to prepare for, mitigate against, respond to, and recover from emergencies or disasters. The positions described above shall participate according to their normal job responsibilities and as assigned by the Senior Manager of Paratransit or their designee

Concept of Operations

The Paratransit Division shall participate in the larger ICS and will send qualified representatives to the EOC upon request of the EOC Manager. The Senior Manager and Manager of Paratransit Services shall be trained as incident commanders and will have the authority to make decisions on scene.

The Paratransit Safety and Training Compliance Officer and Coordinator, Paratransit Eligibility Program shall be trained as EOC representatives and will have access to leaders for any decisions that need to be escalated but shall also have knowledge about available resources and the authority to commit department resources. The priority of tasks will be determined jointly with the EOC Manager in accordance with the overall planning effort for the emergency or event.

The division will evaluate damage to facilities, mobilize staff and resources, prioritize restoration of services based on resources available, and coordinate with other RTD departments/divisions. The paratransit department will ensure that its subdivisions keep logs of actions taken and information received.

Direction, Control, and Coordination

The Senior Manager of Paratransit Services will be responsible for overall direction of Paratransit Division and shall coordinate with their EOC representative to facilitate information exchange and resource management. If the Senior Manager of Paratransit Services is unavailable, the chain of succession identified in the Continuity of Operations Plan will be followed, which is duplicated here:

Manager of Paratransit Services
Paratransit Safety & Training Compliance Officer
Paratransit Quality Control Supervisor

Communication

First and foremost, all emergencies related to the Access-a-Ride service exclusively will be relayed to the General Manager and CEO, Chief Operations Officer, and Chief Communications

and Engagement Officer by way of email and phone, when applicable. All emergencies which are bought to the division's attention for the purpose of providing assistance, will be communicated to each participating service provider once the nature of the emergency and required resources are identified. Communications to each service provider will begin by phone and followed up with an email of understanding outlining the emergency and required resources. In addition, for those events outside of the contractors' or division's ability to address, Emergency Management will be brought in to coordinate.

Administration, Finance, and Logistics

The paratransit division shall be responsible for maintaining records on:

- Staffing levels and hours worked by employees on account of the emergency/disaster.
- Damage incurred on relevant equipment/facilities/infrastructure as a result of the emergency.
- Objectives of division when responding to emergencies and log of relevant actions taken to accomplish.

This information will be provided to the EOC upon request.

Emergency Equipment on Revenue Vehicles

There are a total of 343 revenue service paratransit vehicles. Emergency equipment found on these vehicles include:

1. Two-way radio
2. Fire extinguisher
3. Emergency first aid kit
4. Triangles

These vehicles are also equipped with various accessible features, such as:

1. Wheelchair Ramps and Lifts

Finally, each of the vehicles can hold up to 55 gallons of unleaded gasoline fuel.

Annex Development and Maintenance

It is the responsibility of the paratransit division to develop or update internal Standard Operating Procedures to ensure its own operations capabilities. The Manager of Paratransit will coordinate the planning of all Paratransit operations related to emergency operations.

The paratransit division also is committed to testing and continuous improvement of this plan and will participate in exercises on a consistent basis, unless a real-world event or emergency makes doing so unrealistic. After each exercise or emergency, the paratransit division will participate in the After-Action Review process and will implement improvement plan items as relevant.

This Annex will be updated after any emergency or exercise from which the AAR identifies necessary changes and every 3 years on the same cycle as the revision of the EOP: Base Plan.

APPENDIX A
ADA Call Center Contractor
First Transit/Transdev

First Transit/Transdev – ADA Paratransit Call Center
1560 Broadway, Suite 1000, Denver 80202
Marcellinus Andrew
303-292-6560

First Transit/Transdev services the U.S. transportation industry through two unique service approaches: Transit Contracting, and Transit Management. With these two service approaches, First Transit/Transdev has participated on assignments of all types, sizes, and scopes throughout the world.

Types of employees

- Managers/Supervisors
- Call Center Staff
  - Reservationist
  - Dispatchers
  - Schedulers/Verification
  - Admin

Roles and responsibilities:
Managers: Managers/Admin staff will reach out to the appropriate staff to apprise them of the crisis, will coordinate reach out to staff and coordinate, and reach out to the affected participants to apprise them of the situation and to help resolve the issue Scope of First Transit/Transdev's responsibilities and Services

- Eligibility determination: No
- Scheduling/Verification: Yes
- Dispatch: Yes
- Reservations: Yes
- The movement of people: None

Potential hazards

- Natural Disasters/Fire
- Power Outage/Servers/ Phone lines down
- Bomb threats
- Medical Emergencies

Outline the responsibilities during the following emergencies: protection, prevention, mitigation, response, and recovery.

- Protection - ensure life safety of all call center staff
  - Managers/Supervisors along with Building Security and First Responders
- Prevention - education of staff regarding what to do for each emergency situation (i.e., Fire, weather, medical, power outage)
  - Training Manager
  - General Manager

    - Supervisors
- Mitigation - determine from Risk Assessment the weaknesses and areas that need to be improved upon
    - General Manager
    - Admin staff
- Response - Each supervisor will lead the response from their departments with oversite for the GM
    - Reservations Supervisor
    - Dispatch Supervisor
    - Scheduling Supervisor
    - Training Manager/HR Coordinator (Backup)
- Recovery - will be coordinated with the client (RTD), First Transit/Transdev Corporate and local GM, based on:
    - Severity of incident
    - Critical functions necessary to return back to "normal operations."
    - Recovery time needed from incident.

Describe how information will be shared among members of the division, especially during an emergency.

- Announcements/Verbal in person communication
- Emergency Phone numbers
- Landline/Mobile phone contact
- Internet based phone system (GENESYS)

The ADA Call Center is responsible for hiring and training personnel to perform all functions relative to supporting the Access-a-Ride program. Specific functions include reservations, scheduling, and dispatching of all paratransit trips.

The ADA Call Center is also responsible for providing support for the Access-on-Demand program. Support includes reserving same-day trip requests and dispatch functionality.

APPENDIX B
ADA Paratransit Service Contractor
Transdev

Transdev – Service Provider
7500 E/ 41st Ave, Denver 80216
Sarah Meredith, General Manager
303-389-2140

Purpose
Transdev Services, Inc. is dedicated to the protection of its employees and the community from emergencies. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure safety from emergencies during regular hours and after hours.

Vehicles used in the program include:
- 234 cutaway vehicles
- 5 minivans
- 1 Shop Truck

Administrative Duties
Safety Manager (or designee) is the EAP administrator, who has overall responsibility for the plan. This responsibility includes the following:

- Developing and maintaining a written Emergency Action Plan for regular and after hours work conditions
- Notifying the proper rescue and law enforcement authorities, and the building owner/superintendent in the event of an emergency affecting the facility
- Taking security measures to protect employees
- Integrating the Emergency Action Plan with any existing general emergency plan covering the building or work area occupied
- Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee
- Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan
- Training designated employees in emergency response such as the use of fire extinguishers and the application of first aid
- Deciding which emergency response to initiate (evacuate or not)
- Ensuring that equipment is placed and locked in storage rooms or desks for protection.
- Maintaining records and property as necessary
- Ensuring that our facility meets all local fire codes, building codes, and regulations

All location Managers have full authority to decide to implement the EAP if they believes an emergency might threaten human health. The following potential emergencies might reasonably be expected at this facility and thus call for the implementation of this EAP:

Earthquakes, Flooding, Tornados, missing endangered passengers are potential emergencies.

RTD Emergency Operations Plan

The following personnel can be contacted regarding further information about the written Emergency Action Plan or an explanation of duties under this plan:

Ahmed Cisse, Sarah Meredith, Joey Camp can be contacted regarding specific duties.

Key management personnel home telephone numbers are kept in a safe place, Numbers are posted in the dispatch office, for immediate use in the event of an emergency. These telephone numbers include:

Key management member:	Telephone number:
Sarah Meredith	(720) 926-2841
Joey Camp	(303) 522-2466
Dennis Morgan	(720) 207-7719
Ahmed Cisse	(720) 468-6982
Troy Kuskie	(303) 854-4490

Alarms

Different emergencies call for different alarms to indicate what actions employees should take. Transdev has established an employee alarm system. Transdev uses the radio system, email, and word of mouth.

Because we use a communication system as an alarm system, all emergency messages have priority over all non-emergency messages.

We have posted the following emergency telephone numbers near telephones, or emergency notice boards, and other conspicuous locations for use when telephones serve as a means of reporting emergencies:

Emergency responder:	Telephone number:
Denver Police Department	(303) 370-1500
Denver Fire Department	(720) 865-3865 or (720) 913-2400
All others including EMS	911
National Response Center	1 (800) 424-8802 or (202) 267-2675
Utilities/EDC/Chamber of Commerce	(303) 620-8092
Hazmat/Response Team	911

Emergency Reporting and Weather Monitoring Procedures

When employees detect an emergency that requires an evacuation, such as a fire or hazardous release, they should notify 911.

All employees should assist with passing along the evacuation signal with the expectation that someone may not have heard or understood the signal.

Evacuation Procedures

Some emergencies require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Nothing in these

procedures precludes the Plan Administrator's authority in determining whether employees should remain inside or evacuate.

At this company, the following types of emergency evacuations exist: Fire, Flood, Tornado.

Our emergency evacuation procedures and assignments are designed to respond to many potential emergencies that require them, including:

Facility fires, Earthquakes, flooding that affects the facility's safety and Chemical releases.

Employees need to know what to do if they are alerted to a specific emergency. After an alarm is sounded to evacuate, employees should take the following steps:

Immediately evacuate their area to the designated rally point. Supervisors/shift leaders should verbally inform any and all staff to evacuate.

Management and Supervisory personnel must perform facility sweeps to account for all employees, visitors, contractors, or other persons know to have been in the facility during and immediately following the evacuation.

Once evacuated, employees are to head toward their designated exterior or safe area, where a head count will be performed, and further instructions given. Following is a list of exterior refuges/safe zones:

Procedures to Account for Employees

Trained evacuation personnel assist in safe and orderly evacuation for all types of emergencies that require evacuation. Once evacuation is complete, they conduct head counts. The employees selected are trained in the complete workplace layout and the various alternative escape routes from the workplace. Before leaving, these employees check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area. A report on the status of any persons unaccounted for should be given immediately to emergency services upon their arrival. A list of trained personnel appears below:

Name/title:	Department:	Shift:
Sarah Meredith, General Manager	Operations	ALL
Operations Supervisor	Operations	ALL
Dennis Morgan, Training Manager	Training	ALL
Ahmed Cisse, Safety Manager	Safety	ALL
Joey Camp, AGM/ Operations Manager	Operations	ALL
Troy Kuskie, Maintenance Manager	Maintenance	ALL

This list indicates a sufficient number of employees who have been designated by the company and trained to:

- Direct and assist in safe and orderly emergency evacuation,
- Provide guidance and instruction for all types of emergency situations,
- Be aware of employees with special needs who may require extra assistance,

- Use the buddy system, and
- Avoid hazardous areas during an emergency evacuation.

Frontline supervisors must be aware of the locations of those employees working on a particular day when an emergency occurs, as well as suppliers, customers, and other non-employees on the premises, when an emergency occurs, and be aware of who is absent or otherwise away from the premises. Accounting for employees and non-employees will aid local responding fire/rescue departments in determining whether rescue efforts are necessary. Described each frontline supervisor's employee/non-employees tracking method below:

Name of supervisor:	Department:	Shift:	Tracking method:
Dennis Morgan	Training Department	Day Shift	Roll Call-Work Schedule
Ahmed Cisse	Safety Department	Day Shift	Roll Call-Work Schedule
Bruce Daniels	Road Supervisor	Day Shift	Roll Call-Work Schedule
Mustafa Razzazian	Road Supervisor	Night Shift	Roll Call-Work Schedule
Stacey Hicks	Road Supervisor	Mid Shift	Roll Call-Work Schedule
Joey Camp	Operation/AGM	Day Shift	Roll Call-Work Schedule
Troy Kuskie	Maintenance	Day Shift	Roll Call-Work Schedule
Sherronda Wright	Road Supervisor	Day, Shift	Roll Call-Work Schedule

Each department reports to their respective representative as follows: Operations, Customer Service (Dispatch) Maintenance, Safety and Training.

Once each evacuated group of employees have reached their evacuation destinations, each trained evacuation employee:

- Takes roll of his or her group,
- Ensures all persons are accounted for,
- Reports to a central checkpoint managed by Safety and Operations Manager,
- Assumes role of department contact to answer questions.

Head count results should be given to the Fire Chief or firefighter, if requested.

No employees are to return to the buildings until advised by the Safety or Operations Manager or designee (after determination has been made that such re-entry is safe). If anyone is injured or contaminated, the Plan Administrator will activate rescue and first aid actions. If an emergency incident expands, the EAP Administrator may send employees home by normal means or provide them with transportation to an offsite location.

Non-Evacuation Emergency Procedures
Transdev Services, Inc. has the following non-evacuation procedures:

The following events are for emergencies that affect employees who are driving company equipment in service: In the event of an accident, the employee will notify the dispatcher. The dispatcher in turn, will notify all Denver Critical personnel informing them of the accident.

In the Event of a Tornado Watch
Tornadoes are monitored by News feeds via radio and television.

RTD Emergency Operations Plan

Tornado Alarm Response
In the event of a tornado, it is corporate policy to provide emergency warning and shelter. Once employees are made aware of a tornado situation, they are to follow these procedures:

Employees should stay away from windows, but stay inside the building they are in.

Employees are not to leave the shelter or return to their regular duties until all clear is given.

Safety or Operations Manager will determine when it is safe for employees to leave their tornado shelter and return to work.

If anyone is injured or contaminated, the Plan Administrator will activate rescue and first aid actions.

Critical Operations
Transdev Services, Inc. has critical operations that cannot be shut down for emergencies. These operations include the following:

- The transport of endangered passengers to a safe location.

The employees who are designated to remain behind during evacuation to care for critical plant operations include the following:

Name (or title):	Department:	Plan system operated:
Joey Camp	Operations	Phones
Sabrina Turner	Operations	Phones, Dispatch System
TBD	Safety (Supervisor)	Phones, Dispatch System

The procedures to be taken by those employees who have been selected to remain behind to care for essential plant operations until their evacuation becomes absolutely necessary include the following:

Employees will stay in contact with the Operations Manager or GM to report status of operations.

Plan Administrator Duties
During an emergency, the Safety Manager and GM will do the following: Make appropriate emergency contacts and coordinate evacuations as necessary.

Rescue and First Aid
Rescue and first aid may be necessary during emergency situations. Circumstances calling for rescue and/or first aid include:

Circumstances/Procedures:
TBD by first responders

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on site.

Training
Transdev's Plan Administrator reviews the Emergency Action Plan at the following times with each employee covered by the plan:

- Initially when the plan is developed,
- whenever a new employee is hired,
- whenever the employee is assigned initially to a job,
- whenever an employee's responsibilities or designated actions under the plan change,
- whenever new equipment, materials, or processes are introduced into the workplace,
- whenever the layout or design or the facility changes, and
- whenever the plan is changed.

The training includes the following:

Review of the plan, mock emergencies, and evacuation drills.

The information in this plan is not intended for casual reading but is intended to get the appropriate message across. We present the material for training in the following manner:

- Safety Meetings,
- Senior Staff Meetings
- Initial Training

The contents of this plan are communicated through a briefing delivered by supervisors followed by a demonstration.

The contents of this plan are communicated through a presentation followed by a drill.

Transdev Services, Inc. performs drills for the following emergencies:

Any and all evacuation alarms. These drills are held at least annually.

After a drill, the Plan Administrator judges the effectiveness of the plan and reviews any employee input concerning the drill. Employees performing the drill may identify something that did not follow procedure or was ineffective. For example, they may discover doors that would not open; they may enter storage closets instead of exiting; they may get lost and confused or they may carry a suspicious package through the facility. These are the types of things the Plan Administrator needs to hear about after a drill. That way, they can be addressed before a real emergency.

Emergency Equipment and Support
Our company provides the following equipment and support for use by our trained personnel during emergencies:

- Fire extinguisher

Transdev is contracted by RTD to provide 65% of the Access-a-Ride service with the use of RTD provided cutaway buses and 10% of non-dedicated service with the use of privately owned taxicab vehicles.

Transdev is responsible for hiring and training their operators, to proficiency, relating to all matters in providing safe and reliable paratransit services. Training includes customer service, vehicle operation, and a clear understanding of policies and procedures.

Additionally, Transdev is responsible for all maintenance of all RTD provided vehicles.

APPENDIX C
ADA Paratransit Service Contractor
MTM

MTM – Service Provider
280 W. 62nd Ave, Denver 80216
Denise Pinuelas, General Manager
760-885-1535

MTM Transit's System Safety Program Plan (SSPP) emphasizes that every employee is responsible for ensuring the safety of customers, employees, the public, contractors, and MTM Transit's property and fleet. The MTM Transit safety policy presented in this SSPP applies to all employees and to all MTM Transit vehicle activities, including but not limited to all operations; maintenance and support activities; and the design, construction, procurement, installation, and testing of equipment and facilities. MTM Transit's SSPP includes, but is not limited to, missions, responsibilities, rules, and procedures for a coordinated and comprehensive variety of safety programs developed to secure a systematic approach to transportation safety. The SSPP also ensures all MTM Transit's safety responsibilities and tasks are documented in a logical and organized manner, and that programs are consistent with safety programs of transportation operators throughout the State of Colorado.

MTM Transit's management is fully committed to developing, implementing, and updating clearly defined SSPP safety goals. SSPP safety goals provide direction to improve public safety by attaining a safe operating environment and reducing the number, rate, and severity of potential vehicle accidents. The SSPP also provides procedures to measure the success of meeting established goals.

Safety goals are updated annually or as required based on system changes. All employees are actively encouraged to participate in developing and updating goals by presenting suggestions to the President/CEO and/or her designated representatives. The President/CEO has final approval of SSPP safety goals.

MTM Transit's safety goals include, but are not limited to, the following:

- Reducing the number, rate, and severity of potential vehicle accidents
- Attaining the safest possible operating environment
- Providing effective maintenance and preventative maintenance for all MTM Transit property in a timely manner
- Assigning each employee with responsibility for performing job functions in the safest possible manner
- Clearly defining employee safety roles and responsibilities
- Continuously improving the skills and knowledge of all employees involved with the safety of the system through training and other means
- Continuously evaluating operations and procedures affecting system safety

- Providing a system-wide safety policy that coordinates safety activities throughout the organization and ensures a systematic approach to managing safety hazards
- Communicating appropriate safety policies and procedures to all employees and the public
- Interfacing effectively with appropriate government agencies, professional organizations, and citizen's groups regarding safety

To serve RTD, MTM Transit employs the following positions:

- 6 managers, including a Safety Manager
- 80 operators (72 full-time and 8 part-time)
- 4 road supervisors
- 13 maintenance and utility personnel (2 supervisors, 5 technicians, and 6 utility staff)
- 6 dispatchers
- 1 trainer
- 1 talent acquisition specialist
- 1 quality assurance specialist
- 4 administrative personnel

Scope of Operation

This section covers the type of service provided by MTM Transit, as well as operating routes, schedules, and safety-related maintenance requirements.

Scope of Transportation

MTM Transit provides paratransit vehicle service for RTD's Access-a-Ride program, including transportation within, but not limited to, the counties of Boulder, Broomfield, Denver, Jefferson, Adams, Arapahoe, and Douglas. Service also includes in-house maintenance of the RTD vehicles used for Access-a-Ride.

Vehicles used in the program include:

- 86 cutaway vehicles
- 3 minivans
- 1 Shop Trucks

These vehicles include both ADA accessible and ambulatory vehicles, as outlined by RTD. All vehicles are equipped with a two-way radio system connecting them with the dispatchers.

Organization and Structure

Every employee and department of MTM Transit is expected to contribute to the safety of passengers, employees, and the public, as well as the prevention of property damage. All MTM Transit employees and departments are responsible and accountable for preventing accidents and conducting job functions safely. All employees and departments must comply with all applicable occupational safety operations standards, rules, and instructions pertaining to their job functions.

Equipment and Facilities

Equipment and facilities contribute to the safety of passengers, employees, and the public. MTM Transit puts safety first when choosing vehicle stop locations and routes. Routes avoid dangerous locations and other safety hazards, such as backing up, to every degree practical.

Dispatchers are assigned to an office within the main building. Dispatchers are in contact with all operators through a two-way radio communication system.

All appropriate emergency numbers and copies of emergency procedures are provided to the dispatcher. A multi-line phone system is located next to the two-way radio.

All vehicles in the fleet meet or exceed State and Federal DOT standards. Two-way radio communications systems are installed in all vehicles. Safety equipment on each vehicle includes, but is not limited to, one five-pound BC fire extinguisher, one First Aid Kit, and one set of triangle reflectors.

System Safety Organization

MTM Transit has appointed a Safety Manager who reports directly to the General Manager and has ultimate responsibility for safety. Their responsibilities include ensuring operators stay current with their safety training.

In addition to overseeing safety for RTD, the Safety Manager's responsibilities include assisting the General Manager with the following tasks:

- Investigating all accidents that are required by regulation to be reported to RTD and the Colorado DOT, including, but not limited to:
  - All fatal accidents
  - Accidents that result in five or more injuries
  - A fire onboard a revenue vehicle to which emergency services respond
  - All accidents caused by mechanical failure
- Ensuring hazard assessments and appropriate resolution processes are initiated once an unsafe activity or situation is identified that presents a potential or actual hazard
- Investigating all work-related employee injuries, especially those that may require immediate hospitalization, or result in disability or death
- Evaluating health and safety issues on an ongoing basis to identify unfavorable practices and conditions that may require correction
- Incorporating safety constraints and preventative procedures into daily operations
- Promoting system safety coordination to ensure that relevant safety information is communicated to all departments and personnel
- Assisting management and employees in the development and implementation of safety rules and procedures and emergency preparedness plans
- Assisting in conducting safety inspections and performing system safety audits to monitor system-wide compliance with the SSPP
- Supporting management to ensure the SSPP is updated on an annual basis
- Providing SSPP information to newly hired employees

Personnel

The local management team includes the following individuals:

Name	Title/Position
Denise Pinuelas	General Manager

Lisa Ford	Operations Manager
Pody Hunnicutt	Safety Manager
Thomas Garrecht	Training Manager
Vincent Walker	Maintenance Manager
Heather Travis	Human Resources Manager

Our local management team is supported by the following corporate support individuals:

Name	Title/Position
Alaina Maciá	President and CEO
Kerri Mileski	Chief People Officer
Brian Balogh	Chief Operating Officer
Leslie Stone	Regional Vice President
Matt Weinberg	Director of Safety Administration
John Seber	Regional Director of Maintenance
Pat Lopez	Director of Transit Technology

Hazard Identification

MTM Transit performs hazard analysis to identify hazardous conditions that may be eliminated or controlled. Potential hazards are systematically identified and assessed to determine their impact on the total system. Determinations are made regarding the extent of corrective measures to eliminate the hazard or reduce its severity.

Safety Problem Identification

The identification of hazards that may potentially result in accidents is the first step in a proactive safety program. MTM Transit's hazard resolution process provides plans and procedures to identify and manage hazards. The process identifies and analyzes safety issues for the purpose of determining hazard severity and probability, recommending corrective actions, and documenting results.

The hazard identification process is initiated through any of the following ways:

- Customer Concerns. Customer safety concerns regarding operator performance, service, or equipment are recorded. Concerns are reviewed and reported to the General Manager. Resolutions are explored.
- Employee Observations. Any employee who observes any current unsafe condition is responsible for notifying their supervisor or a member of the local management team regarding concerns at their earliest convenience.
- Internal/External Audits. Findings of audits conducted by and for MTM Transit are monitored and communicated to the responsible department.
- Unusual Events. Management is responsible for initiating responses to unusual events that occur within the facilities or vehicle system.
- Legislative Requirements. The General Manager monitors legislation pertaining to safety and informs appropriate departments as required.
- Industry Trends. Each department is responsible for analyzing industry trends that may be related to internal hazards.

- Safety Team. Team members are responsible for conducting safety observations and monitoring corrective action regarding observed hazards or safety compliance.

In addition to the hazard resolution process, ongoing operations are monitored and reviewed, equipment is inspected and analyzed, and operating procedures are analyzed to identify potential safety problems. Hazards that are identified are described on the Hazard Assessment Form

Methods to develop and implement resolution alternatives include, but are not limited to, the following:

- As soon as a potential or actual hazardous condition is reported by an employee, customer, or other source, the department head responsible for the equipment, facility, or environment subject to investigation is immediately notified.
- If, in the best judgment of the responsible party, a hazard exists that requires urgent attention, immediate action is taken to dispose of the hazard.
- A hazard assessment is forwarded to the General Manager or their designated representative to justify decisions or actions taken or suggested to be taken regarding any hazards or reports of hazards.
- In most situations, resolutions to problems are developed with the cooperation of the department manager or supervisor presenting the problem, a member of the local management team, and other individuals as required. Examples of recommendations include, but are not limited to, the following:
  - Repair or replacement of vehicles
  - Route changes
  - Retraining
  - Corrective action for an employee
- Hazard assessment reports and resolution priorities are evaluated by the General Manager or their designated representatives. Recommendations may range from "Immediate Resolution Required," to "Resolution Required Within 24 Hours," to "Resolution Required Within One Week of Notification," to "Conditionally Acceptable." If at any time the General Manager does not concur with the hazard assessment or action taken, they make the final determination regarding the disposition of the hazard.
- When evaluating assessment reports, the impact on safety resulting from implementation resolution alternatives are assessed. The effects of the implemented resolutions are assessed also for further action.
- The safety team is responsible for coordinating all corrective action implementation.
- Follow-up is conducted to ensure that work is completed on all implemented resolutions. The safety team is responsible for overseeing the follow-up process.
- Hazard assessment reporting information is reviewed monthly. Trend analyses of all reported potential hazards, incidents, or accidents are also performed monthly.

Safety-Related Maintenance Activities

MTM Transit recognizes that well-maintained equipment and facilities result in a reduction in potential hazards. Service includes in-house maintenance of the RTD vehicles used for Access-a-Ride. All maintenance work adheres to applicable Federal, State, and local requirements, including RTD's requirements. All maintenance technicians are certified. Maintenance technicians complete a Preventative Maintenance Inspection and Service Checklist per RTD

requirements. Inspections are carried out twice a year to ensure compliance with maintenance regulations.

This section refers to maintenance rules and procedures that apply to safety, including flow of information, working schedules and responsibilities of maintenance personnel, equipment and locations which require maintenance, and frequency in which activities are carried out. Routine procedures including pre-trip inspections carried out by operators prior to taking a vehicle into service and procedures regarding defects that are discovered while in service are also provided in this SSPP.

- Vehicle Maintenance Policies and Programs
  Vehicle maintenance policies and procedures presented in this SSPP include, but are not limited to, the following:
- Employees receive orientation to vehicle maintenance policies and programs.
- Scheduled service is appropriately provided for equipment, based on mileage and time.
- All Preventative Maintenance on RTD vehicles is performed at regularly scheduled intervals as required by RTD Maintenance, and all PM data is input into the RTD Maintenance Management System (MMS). All PMs are performed within 300 miles of the RTD-indicated 3,000-mile interval, or, if lacking an RTD interval, of the manufacturer's recommended interval.
- Outside contracted maintenance technicians providing repairs for MTM Transit are expected to adhere to maintenance policies that promote safety.
- MTM Transit adheres to rigorous policies regarding the purchase and maintenance of used vehicles.
- Supervisors ensure that emergency request for safety-related requirements are processed in an expeditious manner.
- Prior to the award of a contract, bid, or proposal, the maintenance department ensures that MTM Transit has complied the most appropriate specifications, including all safety requirements.
- Supervisors ensure that all warranty provisions contained in vehicle, product, or service agreements are complied with by vendors as required.
- Supervisors ensure that tests of vehicles or products are performed with the proper tools and equipment and that employees performing tests have received appropriate training in test procedures.
- Supervisors monitor vehicle and safety information issued by manufacturers and vendors to ensure that such information is disseminated to all affected departments and employees.

Internal Reviews

MTM Transit performs internal audits to help ensure that all elements within the property follow the SSPP. As appropriate, the plan includes a schedule of audits, objectives of the audits, and how identified discrepancies are resolved.

Periodic reviews are performed to ensure that operators and all other employees are following procedures. Maintenance work recall records are reviewed to check the proficiency of the maintenance personnel. The Motor Vehicle Department's instant notification system for traffic violation conditions is applied for all employees. All operators are periodically checked as

appropriate per specific State guidelines. Periodic road checks are performed by safety personnel.

Management conducts periodic revues to ensure that the quality of training for operators and all personnel is appropriate. Results of the reviews are distributed to appropriate personnel, with actions assigned. Management follows up on the effectiveness of actions taken because of the internal reviews.

External Reviews

MTM Transit is also subject to external reviews, audits, and/or investigations with outside agencies including, but not limited to, the following:

- Federal
  - Federal Transit Administration
  - Environmental Protection Agency
  - Occupational Safety and Health Administration
  - Bureau of Alcohol, Tobacco, and Firearms
  - American Public Transit Association.
  - National Transportation Safety Board
  - National Institute for Occupational Safety and Health (for workplace safety)

- State of Colorado
  - Colorado Department of Transportation
  - Colorado Department of Environmental Conservation
  - Colorado Department of Labor
  - Colorado Office of the Physically Challenged
  - Controller

- Local
  - Health Department
  - Fire Marshall
  - Planning Commission
  - Department of Public Works (Hazardous Materials Section)
  - Police Departments
  - Emergency Planning Commissions
  - Fire Departments
  - Audit Department
- Insurance Company audits include reviewing operator abstracts, accident files, and workplace safety. MTM Transit participates in emergency preparedness meetings under the direction of the Local Emergency Planning Commission.
- Recommendations made by external auditing agencies are reviewed by management and appropriate departments. Recommendations are filed with a rational for action. Actions are made as required.

Professional Development

MTM Transit encourages all employees, particularly those responsible for safety, to enhance their professional skills through training, development planning, professional affiliations, and other programs. Training is provided to all MTM Transit employees.

Mandatory and voluntary programs provided by manufacturers, educational institutions, and other sources are scheduled for employees as appropriate. Records regarding training are kept for each employee. A training and development plan is in place for individuals responsible for safety.

Safety team personnel are informed of new codes and regulations that affect MTM Transit. Members of the safety team are encouraged to attend professionally accepted safety courses, such as at USDOT Transportation Safety Institute and universities for professional development. Safety team members are encouraged to participate in industry-wide organizations.

MTM is contracted by RTD to provide 25% of the Access-a-Ride service with the use of RTD provided cutaway buses.

MTM is responsible for hiring and training their operators, to proficiency, relating to all matters in providing safe and reliable paratransit services. Training includes customer service, vehicle operation, and a clear understanding of policies and procedures.

Additionally, MTM is responsible for all maintenance of all RTD provided vehicles.

APPENDIX D
ADA Paratransit Eligibility Assessment Contractor
MTM

MTM – Eligibility & Travel Training Center
3851 N. Steele Str., Unit 1479, Denver 80202
Sara Bohar, Program Manager
720-844-7099

Emergency Coordinator – Rachel Peterson 623-243-0956

Evacuation route maps have been posted throughout the work area. The following information should be marked on each map:

- Emergency Exits
- Primary and Secondary Evacuation Routes
- Locations of Fire Extinguishers
- Fire Alarm Pull Stations
- Assembly/Mustering Points

When fire is discovered:

- Activate nearest fire alarm
- Notify the local fire department by calling: 720-913-3473 or 911

Fight fire ONLY if:

- The fire department has been notified
- The fire is small and not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it

Upon being notified about the fire, occupants must:

- Leave the building using the designated escape routes
- Assemble in the designated area (specify location): YSY Yard Green Space
- Remain outside until the competent authority announces it's safe to reenter

Designated Official, Emergency Coordinator or Supervisors must:

- Coordinate an orderly evacuation of personnel
- Perform an accurate head count of personnel reported to the designated area
- Provide the fire department personnel with the necessary information about the facility

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor
- Report any problems to the Emergency Coordinator at the assembly area

Tornado:
If a tornado warning is announced, take the following actions:

- Proceed to your pre-designated severe weather shelter (insert location): Interior hallway behind MTM's Office
- Stay away from outside walls, doors and windows
- Use arms to protect head and neck
- Remain sheltered until the tornado threat is announced to be over

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator
- Keep away from overhead fixtures, windows, filing cabinets and electrical power
- Assist people with disabilities in finding a safe place

MTM is responsible for all functions related to the paratransit eligibility process. In that capacity, MTM is responsible for determining paratransit eligibility for new customers and those reapplying for services.

Additionally, MTM provides travel training services for individuals seeking greater independence and a desire of using RTD fixed route services.

RTD Emergency Operations Plan

Annex E: Capital Programs

Purpose

The purpose of this Annex is to define the actions and roles necessary for the Capital Programs Department to participate in a coordinated response within the framework of the RTD Emergency Operations Plan. This Annex provides guidance to subdivisions within Capital Programs with a general concept of potential emergency assignments before, during, and following emergency or disaster situations.

RTD and its departments must plan for multiple emergency situation ranging from loss of track, power, facilities, office space or major road detours. It is the responsibility for every department/division to develop contingency plans.

The objective of this Annex is to elaborate on the Capital Programs Department role in meeting the agency's mission during times of emergency. The primary objective of Capital Programs is to provide key personnel for restoring business functions at affected facilities and continue providing critical services required for transit operations in an environment that is threatened, diminished, or incapacitated.

Scope

This Annex applies to all staff, equipment, divisions/subdivisions, and operations of the Capital Programs department and primarily describes the department's emergency actions.

Situation Overview

Characteristics

Capital Programs is responsible for RTD's transit system physical modifications and maintenance for operational, and administrative buildings (Park-n-Rides, Stations, elevators and RTD owned Real Property). A, B, and G Commuter Rail Lines and Commuter Rail Maintenance Facility are maintained by Denver Transit Operators, under a concession agreement will RTD. Routine maintenance of RTD operated rail alignments are by the respective rail maintenance groups. Capital Programs undertakes larger projects that are beyond the capabilities of Rail maintenance.

In addition to maintaining these assets, the daily maintenance duties include janitorial services, groundskeeping, snow removal, contracted services, and implementation of a systematic preventative maintenance programs. Capital Programs primary mission is to maintain RTD's infrastructure to support the Operations Department in transporting customers safely. The secondary mission is to support the infrastructure needs of the rest of the agency. The district wide maintenance needs are handled by three main subdivisions with support from Real Property:

Construction

This division manages major construction projects and oversees maintenance of RTD operated public facilities and Driver Relief Kiosks.

Engineering

The engineering division is responsible for planning and engineering the extension, modification, and major repairs of the RTD transit system. This division plans, and designs, improvements for bridges, Park-n-Rides, Roadways, and Track work. Professional staff with special capabilities contribute towards these efforts including: Architecture, Landscape, Urban Design, Civil, Drainage, Lighting, Roadway, Structural, and Utilities.

Facilities

The facilities division is responsible for inspection and maintenance for all RTD operated buildings. Specifically, the division is responsible for maintaining systems ranging from HVAC, Fire, Electrical, and Plumbing. In addition to maintenance efforts, this division is also involved with Bike Amenity Improvements, Energy Retrofits, Painting, Furniture Repairs, Electrical Upgrades, and Tenant Finish Improvements.

Rail Systems Engineering

The designing of system elements range from the overhead catenary poles and wire, traction power stations, to communications and relay houses. **Systems engineering is outsourced with one project manager overseeing the contract. There is limited technical expertise in-house in this area.**

Real Property

The real property division is primarily responsible for acquisition and disposition of all RTD properties. The division regularly interacts with the general public to manage the use of RTD properties. In addition, this division works in conjunction with the engineering division in providing inspection and permits for construction of private and public development projects with the use of RTD's right-of-way.

Mapping and Engineering Data

This division is responsible for surveying and mapping, responding to Utility Notification Center for Colorado utility locate requests, reviewing and approving utility crossing designs, and maintaining engineering information and mapping. This division maintains the Geographic Information System (GIS) related to properties and utilities.

Engineering Programs

This division works on FasTracks projects, and major initiatives such as the Facilities and Fleet Transition Plan.

Quality Assurance

This division works on various quality assurance, audit, and material testing activities.

Concept of Operations

Capital Programs shall participate in the larger ICS and will send qualified representatives to the EOC upon request of the EOC Manager. Facilities Supervisors shall be trained as Incident Commanders and will have the authority to make decisions on the scene of an emergency. Manager, Facilities Maintenance Operating Facilities, Manager, Facilities Maintenance Public

Facilities, and Manager, Contracted Maintenance will be trained as EOC representatives and will have access to leaders for any decisions that need to be escalated, but shall also have knowledge about available resources and the authority to commit department resources. The department will evaluate damage to facilities, mobilize staff and resources, prioritize restoration of services based on resources available and coordinate with other RTD departments/divisions. Capital Programs will ensure that its subdivisions keep logs of actions taken and information received. The priority of tasks will be determined jointly with the EOC Manager in accordance with the overall planning effort for the emergency or event.

Organization and Assignment of Responsibilities

Prevention

- Utilization of Crime Prevention through Environmental Design principles when designing new or changing infrastructure

Mitigation

- Participate in trainings, exercises and drills as requested

Response

- Liaise directly with first responders regarding facility hazards, layout, and any other requested information

Recovery

- Facilities Maintenance and Facilities Engineering subdivisions will:
    - If a facility is damaged, lead efforts to make facility operational again
- Engineering Division will:
    - Conduct root cause analysis and resolve root cause if emergency occurs on Rail corridors, Park-n-Ride, Stations or Bridges

Incidents could occur during duty and/or non-duty hours. The ability and timeliness to execute the Capital Programs operating procedures is contingent upon factors associated with occurrence of the events. In most cases, it is likely there will be a warning of at least a few hours prior to an incident. Under these circumstances, the process of the activation will be more planned including complete and orderly alert and notifications. The activation for the incidents occurring with little to no warning and during duty hours is less routine and potentially more difficult.

Direction, Control, and Coordination

The AGM Capital Programs will be responsible for the overall direction of the Department and will coordinate with their EOC representative to facilitate information exchange and resource management. If the AGM CP is unavailable, the order of succession will be:

Senior Manager, Construction

Director Quality Assurance

Chief Engineer

Administration, Finance, and Logistics

Capital Programs shall be responsible for maintaining records on:

- Staffing levels and hours worked by employees on account of the emergency/disaster
- Emergency expenses related to response/repair and recovery
- Damage incurred on relevant equipment/facilities/infrastructure as a result of the emergency
- Objectives of department/division when responding to emergencies and log of relevant actions taken to accomplish

This information will be provided to the EOC upon request.

Annex Development and Maintenance

It is the responsibility of the Capital Programs Department to develop or update internal Standard Operating Procedures to ensure its own operations capabilities. The AGM of CP will coordinate the planning of all Capital Programs operations related to emergency operations.

Capital Programs department also is committed to testing and continuous improvement of this plan and will conduct exercises on a consistent basis, unless a real-world event or emergency makes doing so unrealistic. After each exercise or emergency, Capital Programs department will participate in the After Action Review process and will implement improvement plan items as relevant.

RTD Emergency Operations Plan

Annex F: Transit Police and Emergency Management Department

Purpose

The purpose of this Annex is to define the actions and roles necessary for the RTD Transit Police and Emergency Management Department to participate in a coordinated response within the framework of the RTD Emergency Operations Plan. This Annex provides guidance to groups within the Transit Police and Emergency Management Department with a general concept of potential emergency assignments before, during, and following emergency or disaster situations.

RTD Transit Police and Emergency Management Department division is responsible for Security, Traffic Control, Arrests, First Aid-First Responders, Shelter Needs, Transportation Issues, Crime Issues and Investigate any criminal matters.

Included in the Transit Police and Emergency Management Department is Emergency Management, Video Investigations, Dispatch, Integrated Security and Technology Department, and the RTD Transit Police Patrol Division.

Scope

The RTD Transit Police and Emergency Management Department will respond to an emergency with appropriate resources from each of its divisions for emergencies to include a civil disturbance, mass arrest, Law Enforcement related emergency event, a natural disaster and any other emergency which would benefit from the use of a EOC activation. The RTD Transit Police and Emergency Management Department will utilize all its resources to include mutual aid from other police departments in the Denver Metro area.

Situation Overview

Characteristics

The RTD Transit Police and Emergency Management Department is located at 1900 31St Street, Denver, Colorado 80216, which is the main headquarters of the RTD Transit Police and Emergency Management Department. At this location there are marked and unmarked patrol vehicles, radios, less lethal weapons to include less lethal shotguns, Tasers and all computers and laptops. The department also has two explosive detection dogs which roam the system to identify any potential explosive materials, as well as respond to calls where explosives or firearms crimes may be involved. All police personnel start shifts at this location, which includes officers, corporals, sergeants, lieutenants, commanders, deputy chiefs and chief. The roles and responsibilities of the RTD Transit Police are to:

- Enforce state law
- Conduct criminal investigations
- File reports
- Administer first aid
- Hold perimeters
- Make arrests
- Operate equipment-vehicles
- Patrol areas of responsibility
- Educate

- Assist the emergency operations center with any police matter

The police department may also utilize security personnel and officers from other departments (Mutual Aid).

Included at this location is Video Investigations which utilizes surveillance cameras to view any situation on RTD property. Video Investigations also utilizes computers and cell phones. The roles and responsibilities of video investigations is to conduct video surveillance, conduct video investigations and to complete reports on the investigations.

Emergency Management is also included at this location who utilizes computers, cell phones, policies, and plans for emergency situations. The roles and responsibilities of emergency management are to respond to and coordinate during emergency events, maintain emergency plans, develop and serve as the EOC manager during activations of the emergency operations center, and organize and conduct emergency preparedness training, exercises, and drills.

Transit Police Communications (TPC) has two locations. The District 1 dispatch center is located at 1205 W 7th Avenue, Denver, Colorado 80204. The District 2 dispatch center is located at 701 W 48th Avenue, Denver, Colorado 80216. The roles and responsibilities are to:

- Manage public safety related communications, including, but not limited to receiving emergency and non-emergency safety and security-related phone calls and electronic communications from the public
- Track and dispatch RTD police and security assets to emergency and non-emergency incidents
- Request and coordinate assistance from outside agencies, including law enforcement, fire, medical, and other first responders, and serving as the point of contact for these agencies
- Maintain accurate records of reported incidents and incident responses
- Maintain awareness of officer location, activity and safety
- Make public safety related notifications to internal and external stakeholders
- Monitor district-wide CCTV systems for illegal or dangerous activities
- Set perimeters
- Monitor weather
- Managing calls for service

Also at the 1205 W 7th Ave location is the Integrated Security and Technology Department which monitor and maintains functionality for all RTD properties' security technology and video surveillance.

Planning Assumptions

All hazards that utilize an EOC, shall provide a strategic response by all members and assigns specific responsibilities in the event a plan is activated. The plan is based on the concept that emergency response functions will generally parallel the normal operations of all RTD departments and divisions. To the extent possible, the same employees will be utilized in both cases. Those day-to-day functions which would not contribute to emergency operations may be suspended for the duration of the emergency and recovery period. Resources not normally required for a day-to-day operation may be redirected to accomplish emergency tasks.

TPC is lead department for maintaining contact with outside agencies, including law enforcement, fire, medical, and other first responders. TPC is not a Public Safety Access Point (PSAP).

Organization and Assignment of Responsibilities

Protection:

- Set up perimeters
- Makes appropriate arrests for those violating the Code of Conduct or instigating other violence
- Crowd control
- Protect private and public property
- Video Investigations will:
    - Assist with all video surveillance monitoring and any video of the incident.
- Integrated Securities and Technology will:
    - Assist with any video evidence
    - Maintain building security through key card access

Prevention:

- Control any active dangerous situations
- Identify and assess hazardous situations
- Prevent accidents
- Prepare security incident safety plan
- Ensure messages are communicated
- Stop unsafe acts
- Correct unsafe conditions
- Video Investigations will
    - Monitor all video surveillance and
- Integrated Securities and Technology will monitor all key card access

Mitigation:

- Manage all tactical operations during the incident
- Assist in the development of the operations portion of the Special Event Action Plans
- Participate in emergency exercises conducted by other RTD departments
- Ongoing training, including web-based, self-paced and classroom training
- Maintaining required 24 POST continued education hours and certifications
- Ensure training in place for safe tactical operations for all responders
- EM will:
    - Support the EOC with its plans and procedures for RTD
    - Develop and implement strategies to reduce the impact of hazards
    - Help identify and organize resources
    - Evaluate the results of training and exercises to ensure continuous improvement of EOP and COOP

Response:

- Police officers will:
    - Respond to all emergencies according to policy
    - Maintain command until public agencies arrive

    - Assume command or when relieved at start of next operational period
    - Assess the situation
    - Order warning of persons at risk or potentially at risk to take appropriate protective actions
- Transit Police Communications will:
    - Provide communications for Transit Police and Security
    - Track and dispatch RTD police and security assets to emergency and non-emergency incidents
    - Request and coordinate assistance from outside agencies, including law enforcement, fire, medical, and other first responders, and serving as the point of contact for these agencies
    - Maintain appropriate staffing levels in communications centers
    - Make necessary notifications to internal and external stakeholders
- Video Investigations will
    - Monitor current video surveillance to supplement the response as needed
- Integrated Securities and Technology will
    - Monitor and assist with any RTD building access by key card and manage all RTD Police and Communications accounts
- EM will:
    - Place the preparedness plans into action
    - Activate the EOC as appropriate
    - Liaise as appropriate with all local emergency management and partner agencies

Recovery:

- Assess recovery needs
- Determine the level and types of damages
- Assist in implementing recovery programs
- Assist with plans to prevent and or diminish future emergencies and events
- Integrated Securities and Technology and video investigations will:
    - Assist as needed in the recovery of the emergency
- EM will
    - Assist and coordinate the activities of local recovery dedicated organizations and initiatives
    - Work to develop a unified and accessible communication strategy
    - Participate in damage and impact assessments with other recovery partners

Concept of Operations

RTD Transit Police and Emergency Management Department shall participate in the larger ICS and will send qualified representatives to the EOC upon request of the Emergency Operations Center Manager. The Sergeant position and above shall be trained as incident commanders and will have the authority to make decisions on scene.

Sergeant positions and above shall be trained as EOC representatives and will have access to leaders for any decisions that need to be escalated but shall also have knowledge about available resources and the authority to commit department resources. The priority of tasks will be determined jointly with the EOC Manager in accordance with the overall planning effort for the emergency or event. Additionally the following positions will be trained and available to

participate in the larger ICS: Manager, 911 Operations; Managers, Public Safety Communications.; and Lead Public Safety Dispatchers.

The RTD Transit Police and Emergency Management Department will evaluate damage to facilities, mobilize staff and resources, prioritize restoration of services based on resources available, and coordinate with other RTD departments/divisions. RTD Transit Police and Emergency Management Department will ensure that its subdivisions keep logs of actions taken and information received.

Direction, Control, and Coordination

The Chief of Police will be responsible for overall direction of RTD Transit Police and Emergency Management Department and shall coordinate with their EOC representative to facilitate information exchange and resource management. If the Chief of Police is unavailable, the chain of succession identified in the Continuity of Operations Plan will be followed, which is duplicated here:

Deputy Chief of Administration
Deputy Chief of Operations
Commander (By seniority)

Communication

All internal emergency communication will be shared by ReadyOp, email, cell phone, text messages, handheld radios, tablets, and land lines.

Communications with the general public will be managed through the Communications and Engagement staff member serving as the Public Information Officer for the event.

Administration, Finance, and Logistics

RTD Transit Police and Emergency Management Department shall be responsible for maintaining records on:

- Staffing levels and hours worked by employees on account of the emergency/disaster.
- Damage incurred on relevant equipment/facilities/infrastructure as a result of the emergency.
- Objectives of the RTD Transit Police and Emergency Management Department when responding to emergencies and log of relevant actions taken to accomplish the objectives.
- Investigative Reports
- Evidence Logs
- Tracking hours worked by TPC personnel.
- Maintaining accurate records of reported incidents and incident responses.

This information will be provided to the EOC upon request.

Emergency Equipment on Revenue Vehicles

Transit Police are responsible for the functionality and answering of the emergency phones on commuter rail train platforms.

Annex Development and Maintenance

It is the responsibility of RTD Transit Police and Emergency Management Department to develop or update internal Standard Operating Procedures to ensure its own operations capabilities. The Chief of Police will coordinate the planning of all public works operations related to emergency operations.

RTD Transit Police and Emergency Management Department also is committed to testing and continuous improvement of this plan and will conduct exercises on a yearly basis unless a real-world event or emergency makes doing so unrealistic. After each exercise or emergency, RTD Transit Police and Emergency Management Department will participate in the After-Action Review process and will implement improvement plan items as relevant.

This Annex will be updated after any emergency or exercise from which the AAR identifies necessary changes and every 3 years on the same cycle as the revision of the EOP: Base Plan.

RTD Emergency Operations Plan

Hazard Specific Annexes

Annex G: Winter Weather
Annex H: Flood
Annex I: Wildfire
Annex J: Active Assailant
Annex K: Cyber Incident
Annex L: Hazardous Materials Incident
Annex M: Power Failure
Annex N: Train Derailment

RTD Emergency Operations Plan

Annex G: Winter Weather Annex

Purpose

The purpose of the Winter Weather Annex is to identify those planning considerations specific to Winter Weather and the planning considerations to effectively manage events. Winter Weather includes snow storms, blowing snow, blizzards (snow storms with wind speeds above 35 mph), ice storms, sleet, freezing rain, and extreme cold. Elements of this plan may also be useful for hail events.

Situation Overview

The Denver Metropolitan area sees average first freeze dates in September-October with final freeze dates falling in April-May. This means that the Agency is exposed to the potential for winter weather events for about 8 months of the year.

Geographic Risk

All of the service area is exposed to winter weather risk, areas with increased elevation will be exposed to lower temperatures and higher precipitation totals. Where Denver sees an average seasonal snowfall of 56.9″, Evergreen and Nederland saw 113” and 194” inches of snowfall in the 2020-2021 season respectively. These are two municipalities served by bus service and whose routes are subject to chain law and may need to apply them upon requirement by CDOT.

Potential Impacts

Impacts of Winter Weather can range in severity:

- Reduced Visibility
- Slick pavement on roads, sidewalks, and at stations
- Increased Travel Times
- Delays in scheduled headways and arrival times
- Decrease in available staffing
- Ice in rail switches or building up around overhead catenary systems
- Damage to permanent infrastructure
- Buses becoming stuck in snow/ice/slush and requiring retrieval
- Vehicular accidents with privately-owned vehicles
- Power Failure at fixed facilities or to power stations along rail alignment

These impacts may culminate to trigger a system-wide service suspension. A decision to suspend service may only be made by the General Manager/CEO or their designee.

Mitigations in Place

Mitigations are currently taken at the operational level and are described below:

Facilities

- Distribution of Ice Slice and traction compounds on pedestrian surfaces, parking lots and roadways
- Maintain slip ramps off highways with Ice Slice

- Maintenance of snow removal specialty equipment and procure services for contract snow removal
- Pre-plan in coordination with local partners such as Downtown Denver Partnership, CDOT, Boulder, Boulder County, and the City and County of Denver to perform snow removal at specified locations

Bus Operations

- All buses equipped with snow tires prior to September
- Chains/automatic chains on-board all buses to meet CDOT Requirements
- Other traction devices available on all buses in event of becoming stuck
- Annual operator training for winter driving and chain installation
- Street Supervisors and Bus Maintenance staff carry traction substrate, Autosocks, and strap chains in vehicles

Rail Operations

- Application of Sand from Rail Cars under slick conditions
- Heated Pantographs and ice-cutters on all Rail Cars which will de-ice OCS
- Step-well heaters on LRV's to prevent icing on doors
- Switch heaters at interlockings to prevent icing
- Maintenance of protective equipment to mitigate impacts of winter weather

Planning Assumptions

- Typically advance notice is available for winter weather events. When advance notice is available, planning will begin when predictions indicate significant impacts.
- This advance notice will also be communicated via Situational Awareness Update, published by Emergency Management before event initiation and updated periodically as needed.
- Supplies for winter weather response will be procured seasonally in anticipation of winter weather events. Maintenance on specialized equipment shall also be conducted seasonally to remain in a state of readiness
- It is not typically the responsibility of RTD to perform snow removal on municipal, state, and federal roads. This is done by the local authorities and supported by RTD on an agreement basis

Concept of Operations

Detection/Monitoring

Winter Weather events will be monitored by Emergency Management via updates provided by the National Weather Service and CDOT. When greater than 3" of snow are forecasted OR a watch or warning has been declared, this information will be shared with the RTD workforce at large.

Response Considerations

Because Winter Weather is typical in RTD's Service Area, response will be managed by the operational groups responsible for their execution. These actions are outlined in several publications produced annually:

Responsible Group	Publication Title (s)	Document Storage Location & Annual Publication Timeframe
RTD Capital Programs-Facilities	Snow Book	RTD Intranet- Capital Programs page Published in October
Bus Operations-Vehicle Maintenance	Vehicle Maintenance Snowstorm Support Plan	Included as attachment in Snow Book Published in October
Service Development	Trailblazer, Operators Guide Section IV: Winter Driving Procedures	Published Triannually
Bus Operations-Transportation	Winter Operations Training (Powerpoint) Extreme Driving Conditions (Powerpoint) Your Guide to Winter Driving (Pamphlet)	Sharepoint

In addition, there are policies and procedures which address agency response activities for winter weather events which are not subject to annual revision:

Responsible Group	Policy/Procedure Title	Storage Location
Light Rail Operations	LRT Control Winter Weather Plan	PolicyTech
Light Rail Operations	SCADA Track Switch Heater Activation Procedure	PolicyTech
Light Rail Operations	Inclement Weather Operations: Snow, Ice and Hail	PolicyTech
Commuter Rail Operations	RTD_-CRO-MOWA-0012: Inclement Weather	PolicyTech
Bus Operations-Transportation	Chain Training Handout Strap Chain Instructions	Sharepoint

For those events which overwhelm the ability of normal operations to maintain safe operating conditions, the Emergency Operations Center will be activated to monitor and support operations. Upon activation, the EOC Manager will supply regular updates to the General Manager/CEO to support their situational awareness and decision making.

Suspension of Service is the final measure taken to address unsafe conditions related to winter weather events. This decision is not taken lightly and must be made with adequate consideration to factors such as:

- Safety of RTD staff and customers—Is it safe to continue providing service?
- Weather Conditions and forecast—What is the character of precipitation? Are conditions worsening? Will there be some stall in precipitation/storm conditions which will provide an opportunity to change tactic?

- Predictability for customers—Eg. Agency must provide service during PM peak hours if AM peak hours service were conducted, ability to communicate to customers changes being made
- Staffing availability— Communication centers, groups with winter weather impact response responsibilities, and the availability for relief to transport themselves to their work reporting location
- Rate of revenue service vehicles becoming stuck or stalled— Can support functions recover vehicles more quickly than they are becoming stuck?

Recovery Considerations

Service Restoration post-suspension will also be decided upon by the General Manager/CEO and will generally be communicated to the public in advance. This ideally would take place at the start of the next service day.

The impacts of a severe winter weather event may take over a week to fully address. This includes snow removal, de-icing, and damage assessment. These activities may need to be conducted iteratively.

Roles and Responsibilities

Capital Programs

Facilities

- Coordinate and execute a snow removal plan with current manpower and equipment per snow event.
- Plowing and distribution of Ice Slice for RTD maintained pedestrian walkways, transit lanes, facilities, and parking
- Hauling snow to storage/melt areas
- Activation and monitoring of third-party contractors for services such as snow removal

Bus Operations

- Removal of articulated buses from operating fleet as practicable

Transportation

- Effectively communicate changes in routes to maintain safe operating conditions despite winter weather impacts
- Use of report operators/extra board to accommodate reduced staffing levels, if necessary

Street Operations

- Effectively communicate changes in routes to maintain safe operating conditions despite winter weather impacts

- Maintain communication with bus operators, contact public safety for support or dispatch RTD Bus Street Supervisors to support operators with challenges as they arise
- Respond to requests for support from operators and provide assistance with accident investigation, application of chains, transportation of operator to an RTD facility
- Disseminate information about the operational conditions throughout winter weather events
- Monitor stuck vehicles to coordinate the activation of the "Snow Desk" by Bus Vehicle Maintenance
- Supplement staffing to accommodate increased demands from street operations staff
- Use of Loop Extra operators to cover trips that would otherwise be cancelled due to reduced staffing levels, if necessary

Vehicle Maintenance

- Retrieval of stuck buses following a priority of:
  - Buses with Customers
  - Buses with RTD operators/staff
  - Buses without persons on-board
- Staffing 'extra' on-street assistance vehicles and recovery trucks equipped with ice melt, shovels, and recovery equipment
- Staffing "Snow Desk" in Bus Dispatch to supplement tracking, coordination of retrieval of staff/passengers, and coordination of retrieval of vehicles related to stuck buses
- Equip buses with effective traction control to remain in safe operating condition despite winter weather such as snow tires, chains, snow operation mode on articulated buses, etc

Light Rail Operations

Transportation

- Adjust service to accommodate reduced staffing levels, if necessary
- Maintain communication with operators, contact public safety for support or dispatch RTD Field Supervisors to support operators with challenges as they arise
- Monitor the functioning of switches, track and OCS and dispatch Maintenance of Way crews to restore
- Respond to requests for support and provide assistance with accident investigation or transportation of operator to an RTD Facility
- Adjust Schedule, Staff, and Operate Sweep Trains to consistently de-ice alignment infrastructure

Maintenance of Way

- De-ice switches, OCS, and maintain operability of track

Light Rail Vehicle Maintenance

- Station mechanics at strategic locations to address winter weather disruptions

Commuter Rail

Transportation

- Adjust service to accommodate reduced staffing levels, if necessary
- Maintain communication with engineers and conductors, contact public safety for support or dispatch RTD Field Supervisors to support engineers and conductors with challenges as they arise
- Monitor the functioning of switches, track and OCS and dispatch Maintenance of Way crews to restore
- Respond to requests for support and provide assistance with accident investigation or transportation of operator to an RTD Facility
- Adjust Schedule, Staff, and Operate Sweep Trains to consistently de-ice OCS

Maintenance of Way and Infrastructure

- De-ice switches, OCS, and maintain operability of track

Commuter Rail Contract Services

- Communicate all events which impact contractor service to RTD leadership

RTD Emergency Operations Plan

Annex H: Flood Annex

Purpose

The purpose of the Flood Annex is to identify those planning considerations specific to flooding events and the planning considerations to effectively manage events. Flooding is defined as any overflow of water onto normally dry land. Flash flooding is also possible which is flooding that occurs with little or no warning.

Situation Overview

Flooding is the most common disaster cause across the United States. Flooding can originate from coastal flooding, riverine flooding, or excess precipitation; coastal flooding is not a concern within RTD's service area and instead is generally replaced by annual snowmelt hazards from the mountains which will result in riverine flooding.

Geographic Risk

FEMA publishes Flood Maps identifying areas with 1% annual chance of flooding and 0.02% annual chance of flooding, also known as 100 year floodplain and 500 year floodplain respectively. RTD has rail and bus routes that traverse both types of floodplains as can be seen in Figure 1.

Figure 1. RTD Routes Superimposed on Floodplain

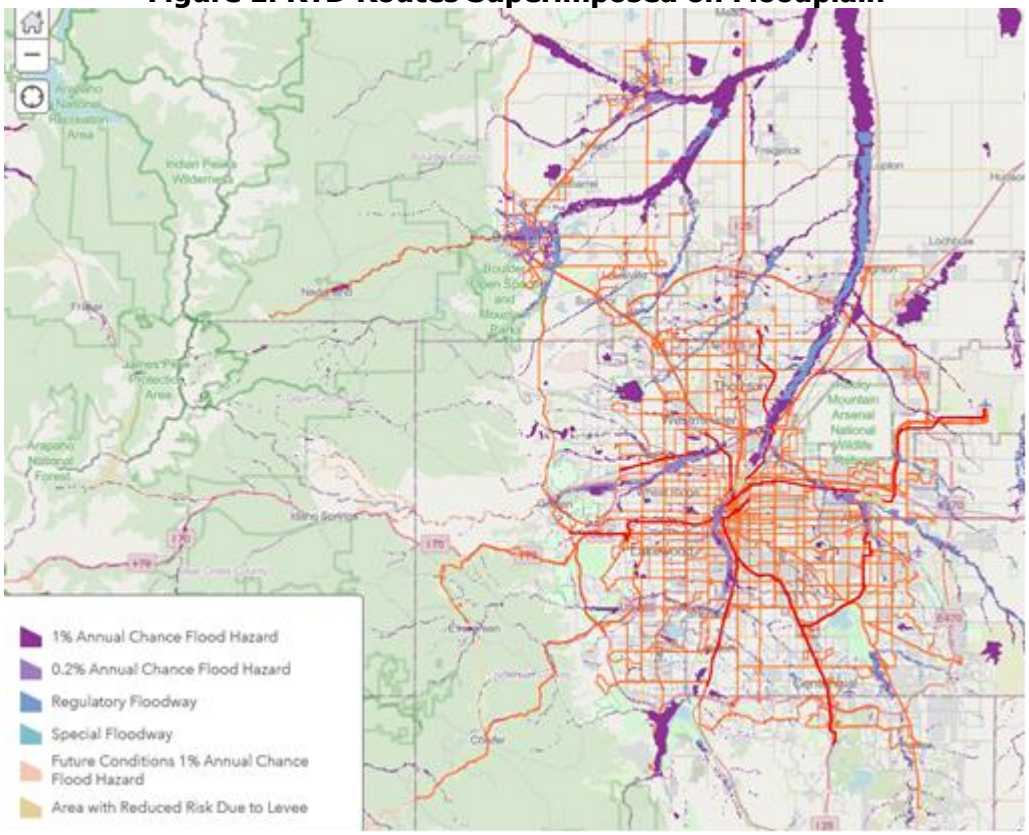

1% Annual Chance Flood Hazard
0.2% Annual Chance Flood Hazard
Regulatory Floodway
Special Floodway
Future Conditions 1% Annual Chance Flood Hazard
Area with Reduced Risk Due to Levee

Figure 1 RTD Routes Superimposed on Floodplain: Orange-Bus Routes, Red-Rail Alignment

Table 1 identifies operational facilities or maintenance shops that lie within the floodplains

Table 1. Facilities in the Floodplain

Name	Address	100 yr floodplain	500 yr floodplain	Area with reduced risk due to levee	Waterway
Boulder Division	1707 Exposition Dr, Boulder, CO 80301		X		Boulder Creek
Boulder Junction at Depot Square	3175 Pearl Pkwy., Boulder, CO 80301		X		Goose Creek
Denver Union Station	1701 Wynkoop St, Denver, CO 80202		X		South Platte River and Cherry Creek
District Shops	1900 31st St, Denver, CO 80216			X	South Platte River
District Shops - Central Receiving	1940 31st St, Denver, CO 80216			X	South Platte River
Downtown Boulder Station	1400 Walnut St, Boulder, CO 80302		X		Boulder Creek
East Metro Division	14100 E. Colfax Ave., Aurora, CO 80011		X		Toll Gate Creek
Longmont Garage	815 South Main St., Longmont, CO 80501		X		St Vrain River and Left Hand Creek
Platte Division	3333 Ringsby Ct, Denver, CO 80216			Parking lot only	South Platte River
Treasury	3301 Ringsby Ct, Denver, CO 80216			X	South Platte River
Wellness Center	1919 31st St, Denver, CO 80216			X	South Platte River

While flooding is generally predictable, human intervention and water management infrastructure can fail and cause flooding in places that are outside of the floodplain.

Potential Impacts

Impacts of flooding can range in severity:

- Bus detours to avoid flooded areas, resulting in increased travel times
- Flooded rail alignments, with potential to cause damage to infrastructure
- Water can potentially short circuit rail, causing gates to malfunction, impacting service and causing a need for manual flagging at intersections or switches
- Decrease in available staffing
- Vehicles becoming stuck in flooded areas or before traversing flooded areas
- Damage to vehicle components, with possibility to cause arc-flash on LRV. This can cause the LRV to become disabled on tracks
- Vehicular accidents with privately-owned vehicles
- Requests to support evacuation or emergency responders
- Increased traffic due to evacuation from affected areas

Mitigations in Place

Mitigations against the impacts of flooding are in place at several levels.

Capital Programs

- Facilities must be built outside of the 100 year floodplain. When a location is selected that is within the floodplain, physical mitigations will be added to the building design such as elevating the foundation's footprint
- Drainage maintenance for facilities and stations, including participation in inspections from local jurisdictions to ensure proper compliance with local ordinances
- Pumps are included as part of design in elevator pits whereby there is an increased flood risk

Bus Operations

- Flood avoidance training, including when to stop the bus and not traverse through a flooded area. Bus Operators are trained that conventional buses can traverse approximately 1 foot depth of water.
- Repair to flooded engines to ensure proper functioning

Rail Operations

- Training to avoid flooded areas, LRV operators are trained that the LRV can traverse though up to 3 inches of water above the railhead while CRV conductors are trained that the CRV can traverse through 2 inches of water above the railhead. Generally operators should not traverse through water if the railhead is not visible
- Repair to flooded LRV's
- Elevated rail on ballast to prevent standing water on rail. Most of the rail system is built this way, with embedded rail in downtown areas being the exception

Planning Assumptions

- Advance warning is not always available for flooding events, especially flash flooding
- When Flood Watches or Warnings are declared this information will be shared via situational awareness update. Planning will begin when predictions indicate significant impacts
- It is not typically the responsibility of RTD to clear debris resulting from flooding off of RTD property
- Flooding may displace individuals who require evacuation. RTD will collaborate with local jurisdictions on a case-by-case basis according to resource availability
- Because flood events can escalate quickly, it is important to maintain diligent monitoring and to be proactive with making decisions to evacuate assets from areas that may become impacted by flooding, especially due to the staff credentialing requirements to safely move buses and rail vehicles

Concept of Operations

Detection/Monitoring

Flooding events will be monitored by Emergency Management via updates provided by the National Weather Service and Colorado Department of Transportation. When a watch or warning has been declared, this information will be shared with the RTD workforce at large.

Response Considerations

Not all flooding events have significant impact to RTD and can be managed by the communications centers and street or field supervision staff. For those events which overwhelm the ability of normal operations to maintain safe operating conditions, the Emergency Operations Center will be activated to monitor and support operations. Upon activation, the EOC Manager will provide regular updates to the General Manager/CEO to support their situational awareness and decision making.

Detours and cancellation of certain routes may need to be implemented, though full system service suspension is unlikely.

Recovery Considerations

The impacts of a flooding event may take over a week to fully address. This includes debris removal, drainage restoration, and damage assessment. These activities may need to be conducted iteratively.

If significant fleet impacts occurred, maintenance and restoration could cause service restrictions that would last until a normal operating fleet was restored. This could take weeks or months to fully restore.

Roles and Responsibilities

Administration

Information Technology

- Repair systems on revenue and non-revenue vehicles which have been damaged as a result of flooding incidents
- Repair IT infrastructure in buildings damaged by water as a result of excessive precipitation or flooding incidents

Capital Programs

Facilities

- Drainage maintenance and clearing in the event of flooding incidents
- Pumps maintenance
- Green space maintenance
- Debris removal
- Power shutdown at facilities experiencing flooding
- Damage assessment for facilities

Bus Operations

Transportation

- Effectively communicate changes in routes to maintain safe operating conditions despite flooding impacts
- Adjust service to accommodate reduced staffing levels, if necessary

Street Operations

- Maintain communication with bus operators, contact public safety for support or dispatch RTD Bus Street Supervisors to support operators with challenges as they arise
- Respond to requests for support from operators and provide assistance with accident investigation and transportation of operator to an RTD facility
- Disseminate information about the operational conditions throughout flooding events
- Reactive detour creation and implementation
- Monitor the need to evacuate buses from facilities or areas which may become inaccessible, including the need to activate non-operator represented staff with CDL's followed by non-represented staff with CDL's to execute evacuation
- Monitor stuck vehicles to coordinate the activation of the "Snow Desk" by Bus Vehicle Maintenance
- Supplement staffing to accommodate increased demands from street operations staff
- Support evacuation on a resource availability basis

Vehicle Maintenance

- Retrieval of stuck buses following a priority of:
  - Buses with Customers
  - Buses with RTD operators/staff
  - Buses without persons on-board
- Staffing 'extra' on-street assistance vehicles and recovery trucks equipped with recovery equipment
- Staffing "Snow Desk" in Bus Dispatch to supplement tracking, coordination of retrieval of staff/passengers, and coordination of retrieval of vehicles related to stuck buses
- Maintain buses and repair damage that may be incurred as a result of flooding

Light Rail Operations

Transportation

- Adjust service to accommodate reduced staffing levels, if necessary
- Maintain communication with operators, contact public safety for support or dispatch RTD Field Supervisors to support operators with challenges as they arise
- Monitor the functioning of switches, track and OCS and dispatch Maintenance of Way crews to restore

- Monitor the need to evacuate LRVs to areas not impacted by flooding while assessing the impact to service if rail was used to store LRV's, this must be completed by current operators
- Respond to requests for support and provide assistance with accident investigation or transportation of operator to an RTD Facility

Maintenance of Way

- Keep in operating condition switches, OCS, and track
- Repair any damages caused by flooding
- Damage assessment, including clearing of track for safe revenue service use

Light Rail Vehicle Maintenance

- Station mechanics at strategic locations to address flooding disruptions
- Repair any damages caused by flooding
- Damage assessment

Commuter Rail

Transportation

- Adjust service to accommodate reduced staffing levels, if necessary
- Maintain communication with engineers and conductors, contact public safety for support or dispatch RTD Field Supervisors to support engineers and conductors with challenges as they arise
- Monitor the functioning of switches, track and OCS and dispatch Maintenance of Way crews to restore
- Monitor the need to evacuate CRV's to areas not impacted by flooding while assessing the impact to service if rail was used to store CRV's, this must be completed by current engineers
- Respond to requests for support and provide assistance with accident investigation or transportation of operator to an RTD Facility

Maintenance of Way and Infrastructure

- Keep switches, OCS, and track in operating condition
- Repair any damages caused by flooding
- Damage assessment, including clearing of track for safe revenue service use

Commuter Rail Contract Services

- Communicate all events which impact contractor service to RTD leadership

RTD Emergency Operations Plan

Annex I: Wildfire Annex

Purpose

The purpose of the Wildfire Annex is to identify those planning considerations specific to wildland fire events and the planning considerations to effectively manage events. A wildfire is an unplanned, wildland fire and can be caused by human-caused fires, escaped wildland fire use events, escaped prescribed fire projects, and natural causes such as lighting strikes. For the RTD service area, interface fires that abut the wildland/urban boundary are more likely to have significant impacts. High wind speeds can also impact the direction or speed of wildfire spread.

Situation Overview

Wildfire one of the top hazards at the state level, triggering the majority of Colorado emergency declarations, though the majority of these are not in areas served by RTD. This is not the case for the costliest emergency declaration in the state's history relative to structure damage, The Marshall Fire in Boulder County of 2021. RTD provided some assistance for the recovery efforts relating to this fire.

Geographic Risk

Areas with significant vegetation are at most risk for wildland fires. This generally concentrates the geographic risk to wildland fire within the western and southern parts of the service area, especially Boulder, Jefferson, and parts of Arapahoe and Douglas counties. The Colorado State Forest Service maintains an interactive Wildfire Risk Viewer on their website. Figures 1 and 2 are snapshots of the risk to both wildland fire in general, and the Wildland Urban Interface Risk for the RTD service area.

Figure 1. Wildland Fire Risk

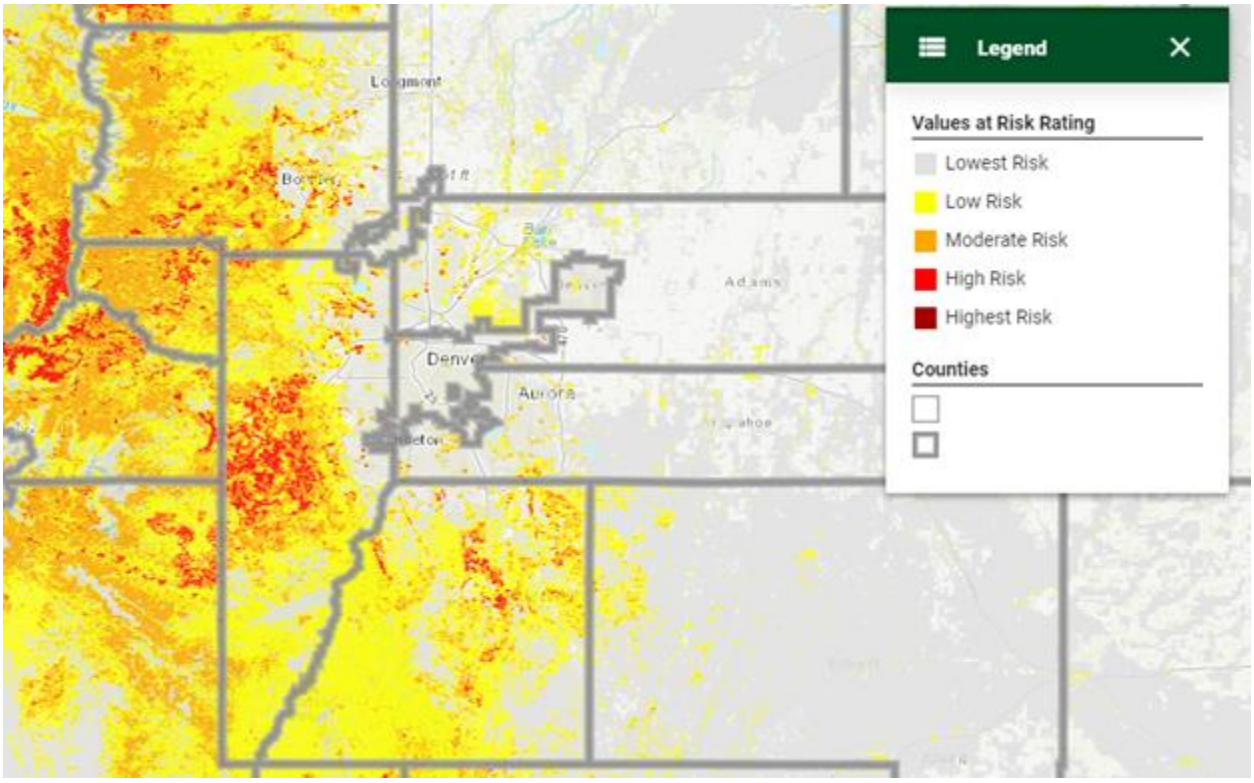


Figure 1 Wildland Fire Risk, Source: Colorado State Forest Service

Figure 2. Wildland Urban Interface Risk

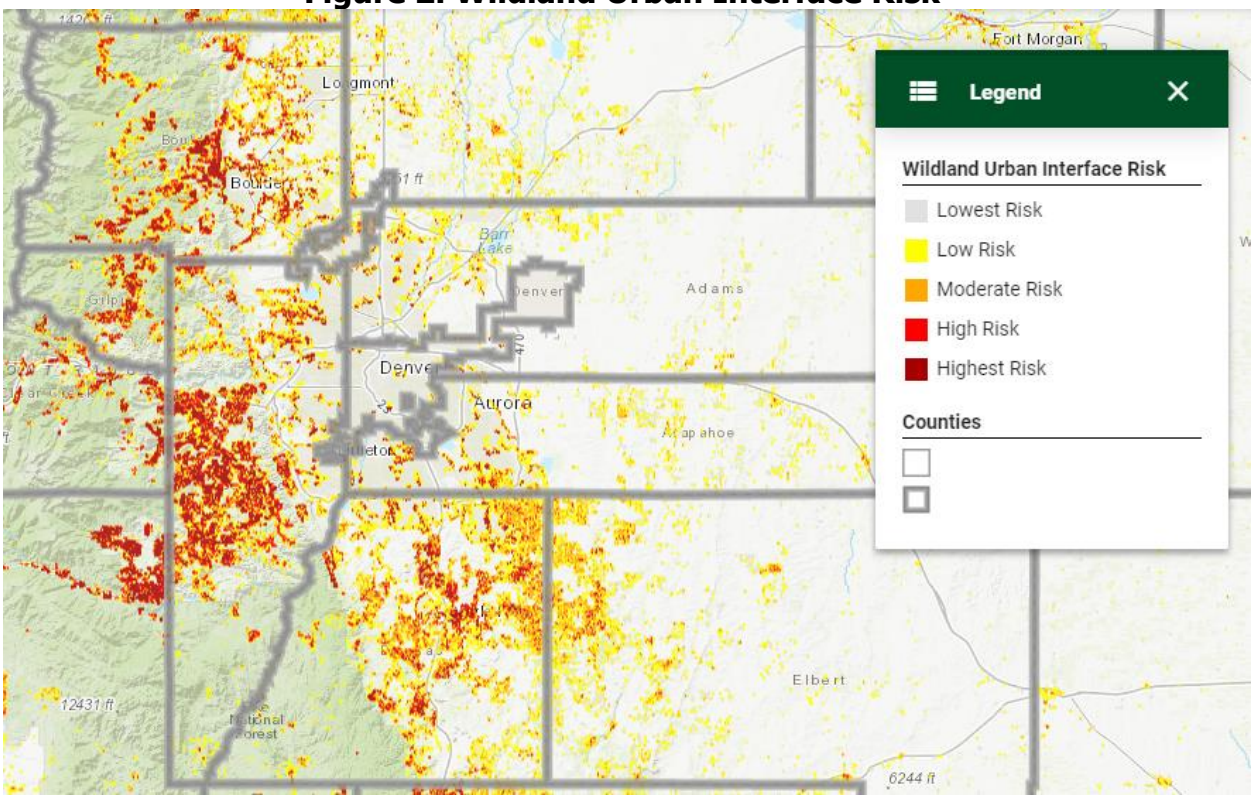


Figure 2 Wildland Urban Interface Risk, Source: Colorado State Forest Service

Potential Impacts

Impacts of wildfire can range in severity:

- Bus detours to avoid evacuated areas, resulting in increased travel times
- Decrease in available staffing
- Damage to vehicle or vehicle components
- Vehicular accidents with privately-owned vehicles
- Long-term road closures requiring detours or route suspension, including bus bridging on detour for rail suspension
- Increased traffic due to evacuation from affected areas
- Power failure caused by damaged power delivery infrastructure
- Requests to support evacuation or emergency responders
- Buildings, facilities, landscape, and irrigation damaged by heat, fire, or smoke

Mitigations in Place

Mitigations against the impacts of wildfire are in place at several levels.

- Practice fire drills for facilities and maintenance shops to allow for safe evacuation of buildings

Capital Programs

- Green space management to cut back overgrown vegetation on RTD owned properties, either with in-house staff or through contract
- Remove and deter encampments of people experiencing houselessness on RTD owned properties, in partnership with law enforcement personnel

Rail Operations

- Weed control schedule to prevent overgrowth along alignment, performed by MOW for LR and MOW & I for CR

Planning Assumptions

- Advance warning is not always available for wildfire events
- When fires are observed or under management in the service area this information will be shared via situational awareness update. Planning will begin when predictions indicate significant impacts
- Wildfire may displace individuals who require evacuation. RTD will collaborate with local jurisdictions on a case-by-case basis according to resource availability
- Smoke inhalation is one of the risks presented by wildfire. While air quality monitoring has become routine for Colorado in recent years, the risk escalates the closer an individual or community is to the fire. This risk will be taken into consideration when planning detours or for additional assistance provided by the agency to maintain operator and customer safety
- While other events may create conditions that are appropriate to respond to during the event, wildfires frequently require a full evacuation of the impacted area until the fire can be controlled. This may prevent mid event maintenance, repair, or damage assessment until the area is cleared by fire professionals

- Because wildfire events can escalate quickly, it is important to maintain diligent monitoring and to be proactive with making decisions to evacuate assets from areas that may become impacted by wildfire, especially due to the staff credentialing requirements to safely move buses and rail vehicles

Concept of Operations

Detection/Monitoring

Wildfire events will be monitored by Emergency Management via updates provided by the National Weather Service, Colorado Department of Transportation, and Colorado Department of Homeland Security and Emergency Management. Though elevated risk levels will not generally be communicated, upon notification of a named fire being managed, this information will be shared through a Situational Awareness Update.

Response Considerations

Not all wildfire events have significant impact on or to RTD and can be managed by the communications centers and street or field supervision staff. For those events which overwhelm the ability of normal operations to maintain safe operating conditions, the Emergency Operations Center will be activated to monitor and support operations. Upon activation, the EOC Manager will provide regular updates to the General Manager/CEO to support their situational awareness and decision making.

Detours and cancellation of certain routes may need to be implemented, though full system service suspension is unlikely. If the fire is not affecting a rail alignment directly, the operators and engineers may be instructed to turn off their ventilation systems momentarily to prevent smoke entering the cab but to continue to serve the route.

Recovery Considerations

The impacts of a wildfire event may take a long time to fully address. This includes debris removal, damage assessment, and possibly reconstruction. These activities may need to be conducted iteratively.

If significant fleet impacts occurred, maintenance and restoration could cause service restrictions that would last until a normal operating fleet was restored. This could take weeks or months to fully restore.

Roles and Responsibilities

Administration

Information Technology

- Repair systems on revenue and non-revenue vehicles which have been damaged as a result of wildfire incidents
- Repair IT infrastructure in buildings damaged by fire, heat, or smoke

Capital Programs

Facilities

- Green space maintenance, specifically to prevent overgrowth
- Debris removal
- Power shutdown at facilities evacuated due to wildfire risk
- Damage assessment for facilities
- Repair or replacement of any damaged facilities or facilities utilities as a result of wildfire events

Bus Operations

Transportation

- Effectively communicate route changes to maintain safe operating conditions despite wildfire impacts
- Adjust service to accommodate reduced staffing levels, if necessary

Street Operations

- Maintain communication with bus operators, contact public safety for support or dispatch RTD Bus Street Supervisors to support operators with challenges as they arise
- Respond to requests for support from operators, transportation of operator to an RTD facility, and provide assistance with accident investigation
- Disseminate information about the operational conditions throughout wildfire events
- Reactive detour creation and implementation
- Monitor the need to evacuate buses from facilities or areas which may become inaccessible, including the need to activate non-operator represented staff with CDL's followed by non-represented staff with CDL's to execute evacuation
- Supplement staffing to accommodate increased demands from street operations staff
- Support evacuation on a resource availability basis

Vehicle Maintenance

- Maintain buses and repair damage that may be incurred as a result of fire, heat, or smoke damage

Light Rail Operations

Transportation

- Adjust service to accommodate reduced staffing levels, if necessary
- Maintain communication with operators, contact public safety for support or dispatch RTD Field Supervisors to support operators with challenges as they arise
- Monitor the functioning of switches, track and OCS and dispatch Maintenance of Way crews to restore once appropriate

- Respond to requests for support and provide assistance with accident investigation or transportation of operator to an RTD Facility

Maintenance of Way

- Repair any damages caused by fire, heat, or smoke
- Damage assessment, including clearing of track for safe revenue service use

Light Rail Vehicle Maintenance

- Damage assessment
- Repair any damages caused by fire, heat, or smoke

Commuter Rail Operations

Transportation

- Adjust service to accommodate reduced staffing levels, if necessary
- Maintain communication with engineers and conductors, contact public safety for support or dispatch RTD Field Supervisors to support engineers and conductors with challenges as they arise
- Monitor the functioning of switches, track and OCS and dispatch Maintenance of Way crews to restore once appropriate
- Respond to requests for support and provide assistance with accident investigation or transportation of operator to an RTD Facility

Maintenance of Way and Infrastructure

- Repair any damages caused by fire, heat, or smoke
- Damage assessment, including clearing of track for safe revenue service use

Commuter Rail Contract Services

- Communicate all events which impact contractor service to RTD rail operations leadership

RTD Emergency Operations Plan

Annex J: Active Assailant Annex

Purpose

The purpose of the Active Assailant Annex is to identify those planning considerations specific to risks and impacts from an Active Assailant and the planning considerations to effectively manage events. The FBI definition of an Active Assailant is "an individual engaged in killing or attempting to kill people in a populated area." They go on further to specify that firearms are the most common weapon used, but others are also possible, including knives, clubs, explosives, or any other implement used with the intention of harming others.

Situation Overview

Active Assailant events are becoming more common across the US, with a 57% increase in average incidents per year from 2000-2010 and a 53% increase from 2010-2020 to 2021-2022. The highest casualties from active assailant events are at businesses open to the public, which also is the location with the second highest fatalities behind open spaces, which are public or private properties openly accessible to the public. Except for maintenance facilities, RTD properties mostly fall within these two categories. Due to the increasing nature of active assailant events, it is important to plan, train, and exercise for active assailant.

Geographic Risk

Risk from an active assailant event is not defined geographically but rather follows trends of the locations that tend to be targeted. Some features which raise the risk of a location being targeted by an active assailant include:

- High volume of population, especially populations who are perceived as being 'easy' targets
- Low security measures, including access controls, identification measures, surveillance, presence of security or sworn officers

Potential Impacts

Impacts of active assailant events can range in severity, these are generally ranked from lowest to highest severity:

- Requests to support evacuation or emergency responders
- Damage to buildings, facilities, and vehicles
- Damage to reputation
- Negative impacts to employee or contractor mental health and sense of security
- Injuries and loss of life

Mitigations in Place

Mitigations against the impacts of active assailants are in place at several levels.

- Training for staff to recognize early signs of 'testing' or suspicious behavior that may indicate an individual is planning violence
- Training for staff to de-escalate conflict to prevent antisocial violence

- Threat Assessment Team assigned to identify and intervene when a current or former employee demonstrates behaviors which indicate that they may retaliate violently against the agency or its employees, contractors, customers, or property

Capital Programs

- Application of Crime Prevention through Environmental Design concepts when designing or replacing elements of facilities including measures like:
  - Access Control
  - Surveillance
  - Space/Activity Management eg. Bollards, fencing

Transit Police and Emergency Management

- Training and exercises with local partners to facilitate collaboration in responding to active assailant events
- Visible deterring police and security presence at locations which may be targeted by active assailants

Planning Assumptions

- While active assailant events cannot be reliably predicted, there are some indicators that can signal that an individual is on a path to violence and observing/testing sites for their planning efforts. These include:
  - Surveillance
  - Elicitation
  - Tests of Security
  - Funding
  - Acquiring Supplies
  - Impersonation
  - Rehearsal and dry runs
  - Deployment
- Transit Police Communications will be the primary communication entity providing direction to Operations when informed of an active assailant event
- All employees are asked to provide information when asked about active assailant events, including suspect information, weapon, hostages, etc. and to cooperate with communication centers and law enforcement in any investigation into criminal activity
- At no point should anyone not visibly identified as a police officer handle a suspect's weapon, even to secure it. This will create a risk of being confused for a perpetrator
- If a facility is unavailable for use due to an ongoing event or designation as a crime scene, employees are expected to follow the Continuity of Operations Plan for relocation or change to the nature of their work

Concept of Operations

Detection/Monitoring

RTD-PD and Emergency Management are in communication with partner law enforcement agencies, including the Colorado Information Analysis Center (CIAC) who are actively monitoring social media, internet/darkweb sources, and other sources to identify individuals or groups that may be planning violent or destructive actions. If a threat is identified, Police and Emergency Management staff will communicate with their chain of command and create a communication plan to include all relevant parties. Due to the nature of active assailant events, information about potential threats is not public information and must be handled with all due care and consideration.

Response Considerations

The response efforts for active assailant events are typically not long-lived in nature, with most active shooter events lasting no more than 5 minutes, which is normally constrained by the time for first responders to arrive. Short-term recovery efforts are generally much longer lasting with patient reunification and survivor support lasting days or weeks.

Not all active assailant events have significant impact to RTD and can be managed by the communications centers and street or field supervision staff, especially those events occurring near but not on agency property. For those events which overwhelm the ability of normal operations to maintain safe operating conditions, the Emergency Operations Center will be activated to monitor and support operations. Upon activation, the EOC Manager will supply regular updates to the General Manager/CEO to support their situational awareness and decision making.

In general, the guidance for individuals who find themselves in an active assailant incident is to follow the "Run, Hide, Fight" guidance. This enhances the lockdown procedures that many organizations had adopted and places agency with the individual to decide the most effective course of action in the moment and with their skillset.

'Run' refers to evacuating away from the assailant. Once an individual is in a safe location, they should notify authorities of the event and provide any information they have about weaponry, suspect, or hostages.

'Hide' is preferential if evacuation is not an option. There are strategies one can learn to barricade a room more effectively, which may deter the assailant from spending time to gain entry. Once an individual has barricaded themselves into a room, do not open the door for anyone but police and if possible, confirm with 911 dispatch that it is police outside the door. When active assailant incidents occur, one should try to hide behind cover which could prevent projectiles passing through.

'Fight' is a last resort and should only be used if an individual is confident that they will be able to react effectively to the assailant. This may be more effective with groups deciding together to fight, but injuries should be expected. Some people will not feel

empowered to fight, and it is their right to decide which of the actions to take, based upon their judgement.

"Run, Hide, Fight" actions may need to be modified for individuals employed by RTD based upon their position and the activity for which they are currently engaged. The primary objective of a Light Rail operator/Commuter Rail engineer is to stop the vehicle and provide a PA announcement for customers to evacuate. The conductor on a moving commuter rail trains will also direct customers to evacuate to a different car, away from the assailant. Communication with OCC/Control should always be maintained.

On buses, operators are individually responsible for the security and safety of their vehicles and customers. Bus operators are empowered to use their own discretion to protect themselves and customers. The judgement of the operator in the immediate circumstances of the attack will be critical and the decision to act in each unique situation ultimately falls to the operator. No agency policy can or should dictate an operator's response. This can include making decisions about the next safest location to stop the vehicle and evacuating customers.

Detours and cancellation of certain routes may need to be implemented. If intelligence information indicates that a threat has not been resolved or that multiple actors may be targeting the agency and its modes of transportation, then a full-service suspension may be requested by local law enforcement agencies. This decision can be made by the communication centers or Transit Police. All due effort will be made to inform the General Manager/CEO, though the time sensitive nature of these events may preclude such an effort.

Recovery Considerations

RTD is not well-equipped to address the needs of patient reunification and survivor support and will partner with local jurisdictions in these short term recovery efforts. This partnership will include information sharing, staffing any EOC or JIC that may be stood up, or personnel support needs.

Service restoration will occur when law enforcement officials have given indication that it is safe for operators to resume service. This may include detours to avoid sites of investigation or other security concerns. This will be communicated with the public through all available channels.

The impacts of an active assailant event may take a long time to fully address. This includes debris removal, damage assessment, and possibly reconstruction. These activities may need to be conducted iteratively.

Roles and Responsibilities

Administration

Information Technology

- Repair systems on revenue and non-revenue vehicles which have been damaged as a result of active assailant incidents
- Repair IT infrastructure in buildings damaged as a result of active assailant incidents

Capital Programs

Facilities

- Maintain mitigation infrastructure
- Provide information about locations to first responders upon request
- Damage assessment
- Repair of damage caused by active assailant events

Bus Operations

Transportation

- Effectively communicate changes in routes to maintain safe operating conditions despite active assailant impacts

Street Operations

- Send Notification according to RTD-EM-PRC-0001
- Maintain communication with bus operators, contact public safety for support or dispatch RTD Bus Street Supervisors to support operators with challenges as they arise
- Disseminate information about the operational conditions caused by active assailant event
- Reactive detour creation and implementation
- Supplement staffing to accommodate increased demands from street operations staff
- Support evacuation on a resource availability basis

Vehicle Maintenance

- Maintain buses and repair damage that may be incurred as a result of active assailant events
- Properly store bus or other vehicles which may be considered evidence in any ongoing investigations

Light Rail Operations

Transportation

- Send Notification according to RTD-EM-PRC-0001

- Maintain communication with operators, contact public safety for support or dispatch RTD Field Supervisors to support operators with challenges as they arise
- Respond to requests for support and provide assistance with accident investigation or transportation of operator to an RTD Facility

Maintenance of Way

- Repair any damages caused by active assailant events
- Damage assessment, including clearing of track for safe revenue service use

Light Rail Vehicle Maintenance

- Damage assessment
- Repair any damages caused by active assailant
- Properly store rail vehicles which may be considered evidence in any ongoing investigations

Commuter Rail Operations

Transportation

- Send Notification according to RTD-EM-PRC-0001
- Adjust service to accommodate reduced staffing levels, if necessary
- Maintain communication with engineers and conductors, contact public safety for support or dispatch RTD Field Supervisors to support engineers and conductors with challenges as they arise
- Respond to requests for support and provide assistance with accident investigation or transportation of operator to an RTD Facility

Maintenance of Way and Infrastructure

- Repair any damages caused by active assailant events
- Damage assessment, including clearing of track for safe revenue service use

Commuter Rail Contract Services

- Communicate all events which impact contractor service to RTD leadership
- Arrange for the storage of rail vehicles which may be considered evidence in any ongoing investigations

Transit Police and Emergency Management

Transit Police Patrol

- Identify individuals or groups who may be planning violence on RTD employees, contractors, customers, or property
- Respond to active assailant events using current best practices and principles
- Participate in the formation of a Rescue Task Force
- Investigate criminal activities related to active assailant events

Transit Police Communications

- Dispatch Transit Police resources to respond to event
- Communicate with local partners and provide information as requested
- Send Notification according to RTD-EM-PRC-0001
- Live-monitor event via camera views as available

Video Investigations

- Live-monitor event via camera views as available
- Provide video evidence for investigation and any prosecution as necessary

Emergency Management

- Coordinate the training, exercise, and pre-planning efforts of the agency and partners related to active assailant incidents
- Coordinate with local partners for short- and long-term recovery efforts including:
    - EOC/JIC Activation
    - Patient Tracking
    - Family Reunification

RTD Emergency Operations Plan

Annex K: Cybersecurity Incident

The Cybersecurity Incident Annex is a reproduction of the Cybersecurity Incident Response Plan as created by the Cybersecurity Division.

1. PURPOSE AND SCOPE

The Cybersecurity Incident Response procedure defines and guides how cybersecurity incidents are managed to minimize impact on RTD, thus ensuring the best possible levels of service quality and availability are maintained.

Using this procedure, RTD will be able to:

- Confirm whether an incident occurred
- Promote the accumulation and documentation of accurate information
- Establish controls for proper retrieval and handling of evidence
- Contain the incident and stop the unwanted activity
- Minimize disruption to business and network operations
- Allow for legal or civil action against perpetrators
- Provide accurate reports and useful recommendations to management
- Provide timely and accurate communication to management and affected parties

This procedure addresses cybersecurity incidents only. This procedure does not address:

- Requests for investigation of employee misconduct or litigation response
- Routine operational incidents that can be handled during business hours using the RTD Service Desk ticketing system
- Isolated outages for which the cause is known and do not impact business operations
- Adverse events caused by natural disasters, power failures, etc.

DEFINITIONS

Cardholder data at a minimum, cardholder data consists of the full Primary Account Number (PAN). Cardholder data may also appear in the form of the full PAN plus any of the following: cardholder name, expiration date and/or service code.

Cardholder data environment the people, processes and technology that store, process, or transmit cardholder data or sensitive authentication data.

Cybersecurity event means any observable occurrence in RTD's system or network, including partner organizations and personal devices that store or process RTD data.

Cybersecurity alert means a notification that an event (or series of events) has occurred, which is sent to responsible parties for the purpose of spawning action.

Cybersecurity incident means a violation or imminent violation of RTD's information technology policies, other RTD policies, or standard security practices. Loss of service or

potential corruption or exposure of critical business resources may or may not result from a cybersecurity incident. Examples of incidents may include, but are not limited to:

- An attacker commands a botnet to send high volumes of connection requests to a web server, causing it to crash
- Users are tricked into opening a "quarterly report" sent via email that is malware; running the file infects computers and established connections with an external host
- An attacker encrypts systems and obtains sensitive data and threatens the systems will not be restored or the sensitive data details will be released publicly if the organization does not pay a designated sum of money
- Indicators of suspicious activity in relation to a critical RTD technology system

Major incident means an incident that has a substantially widespread or serious negative effect on RTD's employees, customers, or ability to conduct business; or when the incident affects RTD's ability to comply with the law or applicable regulations.

System means a group of network equipment, endpoint computers, and applications that are required to perform a certain business function or provide a business service. Examples include the payroll, maintenance, and Smart Media systems.

Acronyms

CDE	Cardholder Data Environment
CHD	Cardholder data
CIRT	Cybersecurity Incident Response Team
IT	Information Technology
CSOC	Cybersecurity Operations Center

3. RESPONSIBILITIES

Department Senior Managers – Senior managers within the affected departments are engaged to allocate resources from that department to act as the Cybersecurity Incident Response Team (CIRT) and assist with operations-based decision making.

Cybersecurity Incident Response Team – The CIRT is a designated group of system, network, and application administrators and other supporting stakeholders trained to respond to cybersecurity incidents. The CIRT may be expanded to include additional members as necessary to address the incident. The CIRT Lead is responsible for leading the Incident Response Procedure and the CIRT Team is responsible for executing it. Refer to the CIRT Escalation list for a list of members on the CIRT Team: CIRT Contact and Escalation

CIRT Lead – The CIRT Lead is the Incident Commander, who directs the efforts of the CIRT when responding to a cybersecurity incident. The CIRT Lead has the primary authority in response decisions for RTD cybersecurity incidents. This is a functional role; the CIRT Lead is always a member of the CIRT, however, the specific person assuming the role of CIRT Lead may vary depending on the nature and scope of the incident.

Cybersecurity Operations Center – The Cybersecurity Operations Center (CSOC) is responsible for the monitoring, detection, and initial analysis of RTD cybersecurity events. CSOC analysts intake and categorize user and Managed Security Service Provider (MSSP) reported incidents

and issues and perform classification and/or coordination, analysis, and recovery activities. The CSOC is an extension of RTD's internal Cybersecurity Team.
IT Service Desk – The IT Service Desk is the initial intake point for reports of incidents or suspicious activity, creates tracking tickets, and engages the CIRT members that are needed to respond to an incident. For complex incidents, the IT Service Desk additionally helps coordinate communications among the CIRT members.
Business Process Owner – The business process owner is the lead or manager of the primary business process that is impacted by the incident. The business process owner typically controls the day-to-day access to, business use of, and appropriate operation of a computerized business system. The business process owner provides support to the CIRT by providing information and coordinating access and outages. The business process owner is also responsible for understanding and addressing any legal, contractual, or regulatory incident reporting requirements (e.g., data breach requirements) that are relevant to the system or the type of data it contains.

Supporting Stakeholders

The following groups may provide support to the CIRT based on the context and nature of the incident.

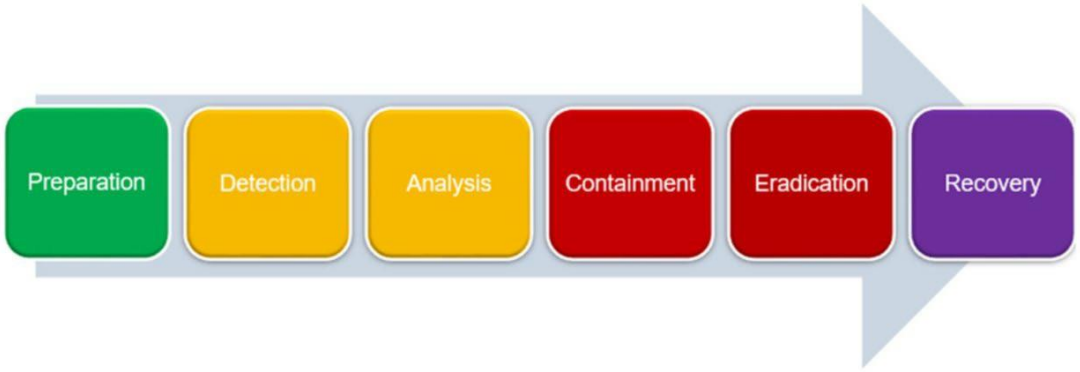
- **System Administrators:** System administrators are technical experts with specialized skills and intimate knowledge of RTD technology. Enterprise system administrators are typically members of the IT division; however, other system administrators also exist within RTD. If applicable, system administrators coordinate activities with vendors supporting the technology base.
- **General Counsel:** Provides guidance to ensure compliance with local, state, and federal laws, and industry regulatory requirements (Payment Card Industry Data Security Standard (PCI), credit card brands, etc.). Provides advice if there is reason to believe that an incident may have legal ramifications, including evidence collection, prosecution of a suspect, or a lawsuit. If an employee is implicated in the incident, coordinates with Human Resources and provides advice, including appropriate internal investigations.
- **Transit Police:** Immediately notified if the CIRT determines or suspects imminent danger to people or criminal activity. Provides oversight and assistance during incidents involving criminal activity. Provides physical security to CIRT members as otherwise requested.
- **Human Resources:** Provides assistance if an incident directly involves an employee or employee data (e.g., employee is the victim of the incident or is suspected of causing the incident). This may include, but is not limited to, assistance with disciplinary action or counseling, and employee termination.
- **Communications:** Responsible for handling public relations needs (e.g., media inquiries, press releases, or public statements). Depending on the nature and impact of the incident, Communications may need to confer with other parties in the incident response process (CIRT, senior management, legal, etc.) to ensure public statements comply with constraints imposed by business, security, and law

enforcement interests.

- **Risk Management:** Responsible for initial engagement of RTD's Cyber liability insurance incident response providers.
- **End Users:** Participate in annual awareness training and immediately report all suspicious activity or observed incidents through ServiceNow. Where implicated in an incident, cooperate with the CIRT's investigation.

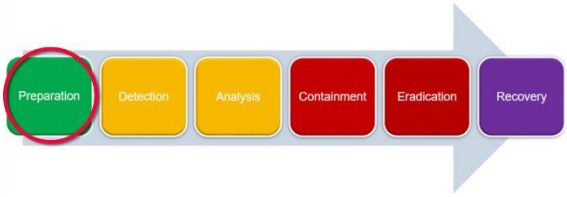
4.1 PROCEDURE

As defined in NIST 800-61, the Computer Security Incident Handling Guide, the incident response procedure encompasses six phases: preparation, detection, analysis, containment, eradication, and recovery. The dynamic relationship between those phases is highlighted in the figure below.



The integration of these steps with RTD's Cybersecurity Incident Response Plan aids in addressing compliance with Transit Security Administration (TSA) Security Directive 1582- 21-01. Section 4 will detail the integration of these six phases for incident response at RTD.

4.1 PREPARATION



Cybersecurity Awareness Training

The Cybersecurity Incident Response policy requires all employees and contractors to participate in annual cybersecurity awareness training. This training shall include, at minimum, learning activities focused on recognizing and avoiding common types of end- user cybersecurity incidents (e.g., credential theft, malware, and phishing or other social engineering attacks). Additionally, users receive training on how to report incidents through ServiceNow.

All employees, contractors, or any agency representative with RTD email accounts shall participate in training once per calendar year. New members will be enrolled in training within 30 days of employment start date and shall complete training within 30 days of enrollment date.

RTD Emergency Operations Plan

Cybersecurity Incident Response Team (CIRT) Members

The Senior Managers who have oversight of technology systems and incident response stakeholders shall appoint members to the CIRT. The CIRT shall comprise at least one primary and one alternate member for each critical technology function supported by the team. The CIRT members, or their management, shall provide both business hours and off- hours contact information for the CIRT members (e.g., a call list, escalation tree, primary number, or rotation). The responsible senior manager shall review CIRT membership at least annually or as members change roles or leave RTD. The senior manager shall provide an updated contact list to the IT Service Desk when changes are made.

CIRT Contact information: CIRT Contact and Escalation

CIRT Training

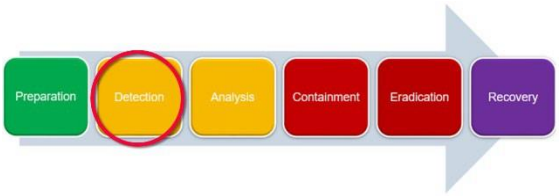
The CIRT shall participate in annual incident response training and incident response testing exercises related to their supported technologies. Supporting stakeholders may participate in training or testing at the invitation of the CIRT or as necessary to meet business needs but are not required to participate in annual training or testing.

Supporting Procedural and Technical Tools and Resources

The following resources are critical to an appropriate, timely, and well-documented response and shall remain available in case of an incident:

- RTD's standard communication toolset, including the ServiceNow ticketing system and designated rooms or bridge lines for incidents occurring on platforms such as Microsoft Teams
- Incident response runbooks, playbooks, wiki pages, or other standard procedures, forms, decision trees, and checklists (as exist). These living documents are maintained by the CIRT and are adapted based on the CIRT's experience and changes in industry best practices. These should be available in physical copies, on the N drive, and in the cloud on sites such as Microsoft Teams and Microsoft office365
- RTD published security policies, procedures, and best practices
- Contingency procedures designed and endorsed by the business process owner

Optionally, equipment used to capture information and perform system analysis may be helpful in determining the root causes of an incident and/or capturing information for future forensic analysis.



4.2 DETECTION AND REPORTING

4.2 Detection Method

Managed Security Service Provider (MSSP)

Tier 1 support is provided by Critical Start, RTD's MSSP. Security events are monitored, and alerts are triaged and investigated appropriately. Alerts that require additional investigation are escalated to Tier 2, RTD's Cybersecurity Operations Center.

RTD Cybersecurity Operations Center (CSOC)

Escalated alerts from the MSSP are handed off to RTD for Tier 2 support and are investigated further. A ServiceNow ticket is opened for any alerts that require remediation. Refer to Classification section below regarding impact and criticality. Additionally, threat hunting is conducted across several data sets to proactively search for anomalies in the environment that may be a threat.

Internal Staff

Cybersecurity incidents may also be reported by internal staff via ServiceNow. Technical administrators may identify an issue with their system, for example, or end users may report a phishing email.

4.2.1 Reporting Method

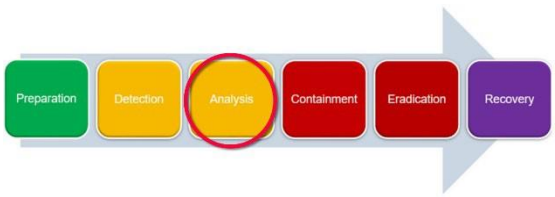
Employees, contractors, and agency representatives shall open a Service Desk ticket to report cyber-related incidents. Employees and contractors may contact the Service Desk via:

- Normal Business Hours Phone Number: 303-299-6100
- After Hours Support Phone Number: Vitalyst, 303-299-5100
- ServiceNow ticket: https://rtd.service-now.com/sp > Get Help > Create Incident
- Create ServiceNow ticket via Email: servicedesk@rtd-denver.com
- Email the Service Desk team: servicedeskteam@rtd-denver.com

For urgent incidents, employees, contractors, and agency representatives shall additionally notify the IT Service Desk and appropriate CIRT member (if known) by phone. If emergency response is required to contain the threat, in addition to creating a ticket, the IT Service Desk or CIRT member immediately notifies the business process owner to start communications and business continuity procedures.

4.2.2 Documentation and Routing

The IT Service Desk shall ensure that each incident report is documented in an IT Service Ticket. The IT Service Desk or CIRT may bundle multiple reports related to the same incident into a single ticket. If the ticket contains sensitive information, the IT Service Desk shall ensure that access to the details is limited to those with a need-to-know.



4.3 CLASSIFICATION

The CIRT shall respond to incidents according to their urgency by classification.

- Table 1 describes common attack vectors related to cyber-related events that can result in an incident. As the investigation continues and a more accurate characterization of the impact is understood, the CIRT may reassign the incident to a different category.
- Refer to Table 2 for the ServiceNow Incident Impact and Urgency and Section 4.3.1 for the Functional, Information and Recoverability Impact matrices.

Attack Vectors and Description
Unknown: Cause of attack is unidentified
Attrition: An attack that employs brute force methods to compromise, degrade, or destroy systems, networks, or services
Web: An attack executed from a website or web-based application
Email/Phishing: An attack executed via an email message or attachment
External/Removable Media: An attack executed from removable media or a peripheral device
Impersonation/Spoofing: An attack involving replacement of legitimate content/services with a malicious substitute
Improper Usage: Any incident resulting from violation of an organization's acceptable usage policies by an authorized user
Loss or Theft of Equipment: The loss or theft of a computing device or media used by the organization
Other: An attack method that does not fit into any other vector

Table 1: Incident Type/Attack Vectors

Should multiple same category incidents occur concurrently, the CIRT shall prioritize their response based on their relative level of impact to RTD (see Table 2 and Section 4.3.1 for guidance).

Priority		IMPACT			Response Time	
		1. High (Outage)	2. Medium (Performance Degradation)	3. Low (Incomplete Functionality)	Response Time	Resolution Time
URGENCY	1.High	Priority 1	Priority 2	Priority 3	P1: 30 minutes	Target resolution time <4 hours
	2.Medium	Priority 2	Priority 3	Priority 4	P2: 2 business hours	Target resolution time <8 business hours
	3.Low	Priority 3	Priority 4	Priority 5	P3: 8 business hours	Target resolution time <5 business days

Table 2: ServiceNow Incident Impact, Urgency and Priority Table

RTD Emergency Operations Plan

Functional, Information, and Recoverability Impact Matrix

Multiple tables below define each impact category description and its associated security levels in relation to ServiceNow priorities.

- *Functional Impact:* A measure of the impact to business functionality or ability to provide services
- *Information Impact:* Describes the type of information lost, compromised, or corrupted
- *Recoverability:* Identifies the scope of resources needed to recover from the incident

Priority: Critical | "Major Incident"

ServiceNow Priority: P1		
ServiceNow Impact and Urgency Category: - High Impact and High Urgency		
Functional	**Information**	**Recoverability**
Denial of Critical Services/Loss of Control – A critical system has been rendered unavailable Significant Impact to Critical Services – A critical system has a significant impact, such as a local administrative account compromise	Destruction of Critical System – Destructive attacks, such as ransomware, have been used against a critical system Core Credential Compromise – Core system credentials (such as domain or enterprise administrative credentials) or credentials for critical systems have been exfiltrated Critical Systems Data Breach – Data pertaining to a critical system has been exfiltrated Payment Card Industry Data Breach – Customer credit card data has been exfiltrated	Not Recoverable – Recovery from the incident is not possible (e.g., sensitive data exfiltrated and posted publicly)

RTD Emergency Operations Plan

Priority: High

ServiceNow Priority: P2		
ServiceNow Impact and Urgency Categories High Impact and Medium Urgency Medium Impact and High Urgency		
Functional	**Information**	**Recoverability**
Denial of Non-Critical Services – A non-critical system is denied or destroyed Significant Impact to RTD's Non-Critical Services – A non- critical service or system has a significant impact Minimal Impact to Critical Services – Minimal impact but to a critical system or service, such as email or active directory	Destruction of non-critical systems – Destructive attacks, such as ransomware, have been used against a non- critical system Proprietary Information Breach – The confidentiality of unclassified proprietary information, such as protected critical infrastructure information, intellectual property, or trade secrets was compromised Privacy Data Breach – The confidentiality of personally identifiable information (PII) or personal health information (PHI) was compromised	Extended – Time to recovery is unpredictable; additional resources and outside help are needed

RTD Emergency Operations Plan

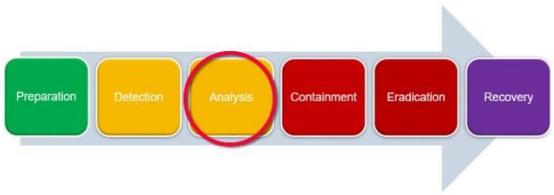
Priority: Moderate

ServiceNow Priority: P3		
Low Impact and High Urgency High Impact and Low Urgency	**ServiceNow Impact and Urgency Category:** - Medium Impact and Medium Urgency	
Functional	**Information**	**Recoverability**
Minimal Impact to Non-Critical Services – Some small level of impact to non-critical systems and services	Suspected but not Identified – A data loss or impact to availability is suspected, but no direct confirmation exists	Supplemented – Time to recovery is predictable with additional resources

Priority: Low

ServiceNow Priority: P4		
ServiceNow Impact and Urgency Category: Low Impact and Medium Urgency Medium Impact and Low Urgency		
Functional	**Information**	**Recoverability**
No Impact to Services – Event has no impact to any business or Industrial Control Systems services or delivery to entity customers No Impact – Event has no impact	No Impact – No known data impact	Regular – Time to recovery is predictable with existing resources

4.2 INCIDENT HANDLING



Response Timeframes by Incident Category Critical (P1) Incidents

Critical incidents require immediate 24x7 response. The CIRT is notified via office phone, email, and cell phone/off hours contact list if available.

Event	Performed By	Timing Guideline
Notify CIRT, CSOC, and Business Process Owner (open / redirect ticket)	IT Service Desk	Within 5 minutes of verification, 24x7, by phone and email
Notify CIRT dept. senior managers	CIRT Lead	Within 60 minutes of declaration, 24x7
Hold triage and initial response plan meeting	CIRT Lead	Within 60 minutes of declaration, 24x7
Additional follow up	CIRT	Continuous communications until resolved, 24x7
Post-incident review	CIRT Lead	Within 5 business days of incident conclusion

Table 3: Critical (P1) Incident Timetable

Additional considerations for severe incidents

Certain severe incidents may require more delegation and communications than normal. For example, the CIRT Lead may need to form additional teams to cover Communications, Business Continuity, Technical and Operational functions. This will likely require further delegation of authority to designated leads and setting up call bridges and/or Microsoft Team sites. These functional leads will be in close communications with the CIRT lead.

In the event of a serious breach, Cybersecurity will reach out to RTD Risk Management for direction on engagement with the agency's cyber insurance. Additionally, for incidents that are complex and warrant root cause analysis or forensics, a third-party consultant may be engaged to utilize RTD's Incident Retainer, as of 2023 RTD retains Mandiant for this service.

High (P2) Incidents

Most High incidents require priority business-hours response. RTD personnel are notified via email and/or office phone call.

The necessity to provide off-hours support for P2 incidents is determined by the level of functional, information, and recoverability impact to RTD (see Section 4.3.1 above for guidance). Incidents with "High" priority require immediate and off-hours resolution; incidents with "Medium" priority require off-hours analysis and scope determination at minimum. In such cases, the P1 notification procedure applies.

Event	Performed By	Timing Guideline
Notify CIRT, CSOC, and Business Process Owner (open / redirect ticket)	IT Service Desk	Within 30 minutes of verification, business hours only, impact dependent, by email
Additional follow up	CIRT Lead	As needed, 2-hour intervals minimum, business hours only
Post-incident review	CIRT Lead	Within 5 business days of incident conclusion

Table 4: High (P2) Incident Timetable

Medium (P3) and Low (P4) Incidents

The CSOC monitors open incidents that are classified as Medium or Low on an ongoing basis. Typically, there is no impact to system function, information, or recoverability during a Medium or Low incident. If relevant or useful, the CSOC will update impacted system administrators and business process owners via email.

Internal Notification

Depending on the type of incident, various teams may need to be involved. Refer to the CIRT Contact and Escalation call list for a complete listing of departments and corresponding contact escalation.

External Notification

The CIRT Lead may notify or additionally engage approved external resources to assist with analysis and response, or to provide information for situational awareness across agencies. General Counsel should be consulted before any external sharing or reporting of threat intelligence. Examples of external notification include the following:

- Personally Identifiable Information (PII) report to CO State Attorney General's office

- If there is a PCI breach, follow the breach steps and notification process outlined in the following document: Breach Steps and Requirements - Wells Fargo.
- Multi-State Information Sharing and Analysis Center (MS-ISAC)
- FBI local field (regarding criminal or terrorist activities)
- U.S. Department of Homeland Security Transportation Security Administration (TSA)
    - Security Directive 1582-21-02, which enhances Public Transportation and Passenger Railroad (PTPR) Cybersecurity and requires the PTPR Owner/Operator to report cybersecurity incidents to the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) as soon as practicable, but no later than 24 hours after a cybersecurity incident is identified
- Reporting Cybersecurity Incidents:

1 RTD must report cybersecurity incidents to CISA involving systems that the Owner/Operator has responsibility to operate and/or maintain, including:

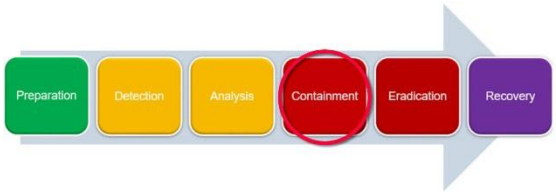
a. Unauthorized access of an Information or Operational Technology system
b. Discovery of malicious software on an IT or OT system
c. Activity resulting in a denial of service to any IT or OT system
d. Any other cybersecurity incident that results in operational disruption to the Owner/Operators Information or Operational Technology systems or other aspects of the Owner/Operator's rail systems or facilities, or an incident that has the potential to cause impact to a large number of passengers, critical infrastructure or core government functions, or impacts national security, economic security, or public health and safety

2 Cybersecurity incidents reported to CISA will be conveyed through the CISA Incident Reporting System at the following link: https://us-cert.cisa.gov/forms/report. To assist with filling out this form, utilize the RTD CISA Incident Reporting template, which outlines the required fields and serves as a local RTD record of the Cyber incident submitted to CISA.

The CIRT Lead may notify or additionally engage approved external resources to assist with analysis and response, or to provide information for situational awareness across regional partners or other public transit agencies like RTD.

The CIRT Lead should submit notification to any applicable payment card brands (American Express, Visa, MasterCard, Discover, JCB) if a confirmed breach includes CHD.4.5 CONTAINMENT, ERADICATION, AND RECOVERY

The CIRT Lead identifies and assigns all subsequent analysis, containment, eradication, and recovery activities performed by the CIRT or others assisting with the incident. The CIRT (and others) perform the following activities at the direction of the CIRT Lead.



Containment

Containment is maintaining control of the affected system(s) and surrounding environment and preventing an incident from causing further damage. It may be technical (e.g., removing the affected system from the network) or non-technical (e.g., working with supporting stakeholders and the business process owner to identify strategies to manage customer impacts).

If an intruder's actions are rapid, destructive, and/or spreading, the CIRT Lead shall authorize the CIRT's immediate action to contain the threat, including actions that could be disruptive to business operations or public service. Examples may include:

- Disconnecting IT networks impacting fare collections and business operations
- Shutting down servers disrupting rail operations
- Isolating systems supporting paratransit operations
- Restricting networks impacting critical back office and administrative functions

General Guidance for Containment Governance

Any containment actions that will significantly disrupt RTD's operations or ability to achieve its strategic priorities, shall require prior approval by the General Manager and CEO.

For other less disruptive containment directives, the CIRT Lead shall seek prior approval from affected Chiefs or Assistant General Managers (AGM), but if they are unavailable after best effort attempts, these actions do not require process owner or leadership approval.

After containment actions are performed, the CIRT will stand-up a Communications Call Bridge to provide real-time updates to RTD's Leadership Team and affected stakeholders. A notification with call-in information will be sent to the business stakeholders and leadership within 15 minutes of containment directives being issued.

Specific requirements for the approval of containment actions will be defined in the Containment Procedures.

4.5.1 Containment Procedures

To facilitate timely containment of cybersecurity attacks, each of the following containment procedures should be documented and annually reviewed for accuracy.

Each procedure should include provisions for the designation of different approval methods depending on the impact and scope of the incident, if applicable.

Each procedure will need to be signed and approved by the associated department's Chief or AGM.

Containment Procedure	Responsible Department
Preservation of Critical Enterprise IT Servers	Information Technology / Server Team
Preservation Backup Systems	Information Technology / Server Team
Containment of Infected Workstations Hosts	Cybersecurity Team
Isolation of Local Networks	Information Technology / Network Team
Isolation of Enterprise Networks	Information Technology / Network Team
Disconnection of Internet / WAN / VPN Connections	Information Technology / Network Team
Isolation of Light Rail Networks	Rail Operations / Light Rail SCADA
Isolation of Commuter Rail Networks	Rail Operations / Commuter Rail
Preservation of Critical Light Rail SCADA Servers	Rail Operations / Light Rail SCADA
Preservation of Critical Commuter Rail Servers	Rail Operations / Commuter Rail
Preservation of Critical Bus Operations Servers	Information Technology / Intelligent Transportation Systems
Preservation of Ticket Vending Machines	Finance / Treasury

Table 5: Containment Procedures

Eradication

Eradication involves removing the identified threat from the environment**.** In order to ensure that the threat is completely removed, additional threat mitigation actions may need to be taken to prevent immediate reoccurrence and reduce the chances of future reoccurrence of the incident.

In the event of a major incident, a cybersecurity forensics firm should be engaged to ensure that the threat has been completely eradicated.

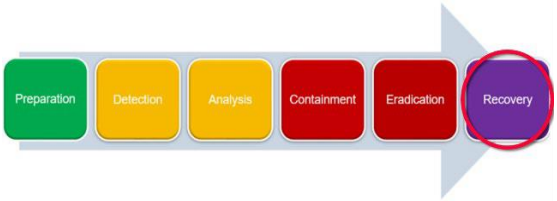
Evidence Gathering

Critical incidents often require evidence gathering to resolve the incident; however, it may also be needed for legal proceedings. It's important to document how all evidence, including compromised systems, have been preserved. A detailed log should be kept for all evidence, including the following:

- Identifying information (e.g., the location, serial number, model number, hostname, media access control (MAC) addresses, and IP addresses of a computer)

- Name, title, and phone number of everyone who collected or handled the evidence during the investigation
- Time and date (including time zone) of each occurrence of evidence handling
- Locations where the evidence was stored

Recovery



Recovery involves testing and restoring the systems to vulnerabilities to prevent similar incidents (e.g., restoring systems from clean backups, rebuilding systems from scratch, replacing compromised files with clean versions, installing patches, changing passwords, tightening network security, increasing logging and monitoring levels).

To ensure the integrity and security of backed-up data and systems, the following measures must be considered and implemented where technically feasible:

- Backups should be secured and maintained offline
- Procedures are documented so that when data backups are made, they are scanned by security software to check that it is free of malicious artifacts
- Procedures are documented so that when backups are tested for restoration, they are scanned by security software to check that it is free of malicious artifacts

Incident Closure

This step involves documenting and communicating closure of the incident to all involved stakeholders.

4.6 POST-INCIDENT REVIEW

Following a major incident, the CIRT Lead schedules a meeting with the CIRT and any other individuals who participated in the incident response to discuss the following:

Root Cause Detail

The root cause of the incident should be identified and detailed, including the technical and non-technical causes of the incident using a standard methodology.

Lessons Learned

Identify what went well during the incident response, so that those procedures or techniques can be repeated, and areas for improvement, so those procedures can be revised or additional support can be obtained. A post-incident report (PIR) shall be completed at this time. To facilitate the PIR, collect the following information:

- A timeline of activities taken by RTD from when the incident was discovered, to recovery
- Were documented procedures followed? Why or why not?

- What information was needed sooner?
- Were any steps or actions taken that may have inhibited the recovery?
- What would staff and management do differently the next time a similar incident occurs?
- How could information sharing with other organizations be improved?
- What corrective action can prevent similar incidents in the future?
- What precursors or indicators should be watched for in the future to detect similar incidents?
- What additional tools or resources are needed to detect and mitigate future incidents?
- What corrective action items need to be completed, who are the owners, and what are the agreed-upon milestones and completion timelines?

During the meeting, the CIRT Lead assigns action items to the CIRT as necessary to improve future response strategies and address vulnerabilities that led to the incident.

4.7 METRICS AND REPORTING

The CSOC generates a monthly report of all observed and reported incident activity to identify trends and common root causes. The report is shared with potential CIRT members and associated Senior Managers; emergency management, including Transit Police; and other technical leads/managers within for increased cybersecurity situational awareness and threat intelligence sharing.

5 External Contacts

Contact	24x7 Contact Information	Roles and Responsibilities
Critical Start	Email: support@criticalstart.com Phone: 1.877.684.2077 Account Manager: Matthew McIntosh, matthew.mcintosh@criticalstart.com or 214.478.1060	Managed Security Service Provider (MSSP), Tier 1 Incident Response support
AIG	AIG's CyberEdge Claims Hotline Phone: 1.800.292.7345	Cybersecurity Insurance
Mandiant	Report claims through: Email:investigations@Mandiant.com Phone: 1.866.962.6342	Cybersecurity Incident Response Retainer for a Security Breach or immediate Incident Response services
Cybersecurity and Infrastructure Security Agency (CISA)	Report claims by email: Central@cisa.gov Report claims by phone: 1.888.282.0870 Website: https://us-cert.cisa.gov/cisa-regions Submit RTD Cyber Incident to CISA: https://us-cert.cisa.gov/forms/report Local Contact: Dave Sonheim, Chief of Cybersecurity – Supervisor Region 8, CISA-Cybersecurity and Infrastructure Security Agency Phone: 720.661.1643 Email: David.sonheim@hq.dhs.gov	Federal agency, an operational component under Department of Homeland Security oversight Note: Once an incident has been identified it must be reported to CISA within 24 hours; refer to the 4.4 Incident Handling section above for additional details

Multi-State Information Sharing and Analysis Center (MS-ISAC)	Email: CSOC@msisac.org Phone: 1.866.787.4722	Voluntary and collaborative organization designated by U.S. Department of Homeland Security as key resource for cyber threat prevention, protection, response and recovery for the nation's state, local, tribal, and territorial governments
Federal Bureau Investigation (FBI)	Website: https://www.fbi.gov/contact-us/field-offices	Cyber incidents should be reported to FBI if it may impact national security, economic security, or public health and safety; affects core government or critical infrastructure functions; or results in a significant loss of data, system availability, or control of systems
Colorado State Attorney General's Office	Website: https://coag.gov/ Phone: 720.508.6000 Contact: Phil Weiser, Colorado Attorney General Email: databreach@coag.gov Reference: https://coag.gov/resources/data-protection-laws/	In the event of a security data breach affecting 500 or more Colorado residents, a notice must be sent to the Colorado Attorney General as soon as possible, but no later than 30 days after the date of determination that a security breach occurred
Wells Fargo	Breach Steps and Requirements	If there is a data breach related to PCI, Cybersecurity will coordinate efforts for a forensic investigation

6 Ransomware Specific Response Guidelines

Section 6 serves as a CIRT reference for responding to ransomware attacks.

6.1 Ransomware Detection and Analysis

1. Determine which systems were impacted, and immediately isolate them.

- If several systems or subnets appear impacted, take the network offline at the switch level. It may not be feasible to disconnect individual systems during an incident.
- If taking the network temporarily offline is not immediately possible, locate the network (e.g., Ethernet) cable and unplug affected devices from the network or remove them from Wi-Fi to contain the infection.
- After an initial compromise, malicious actors may monitor an organization's activity or communications to understand if their actions have been detected. Be sure to isolate systems in a coordinated manner and use out-of-band communication methods like phone calls or other means to avoid tipping off actors that they have been discovered and that mitigation actions are being undertaken. Not doing so could cause actors to move laterally to preserve their access—already a common tactic—or deploy ransomware widely prior to networks being taken offline.

  Note: Step 2, which follows, will prevent from maintaining ransomware infection artifacts and potential evidence stored in volatile memory. It should be carried out only if it is not possible to temporarily shut down the network or disconnect affected hosts from the network using other means.

2. Only in the event devices cannot be disconnected from the network, power them down to avoid further spread of the ransomware infection.

   Containment actions should prioritize RTD's most critical assets. Should initial containment fail, consider asset and business service prioritization when performing disruptive proactive actions, as follows:

   a) Disconnect Windows domain controllers
   b) Disconnect network backups
   c) Disconnect firewall and network connections into commuter rail
   d) Disconnect firewall and network connections into light rail
   e) Disconnect Ticket Vending Machines (TVM) and supporting VPN connections
   f) Disconnect core switches isolating user and data center environments
   g) Disconnect internet connections
3. Triage impacted systems for restoration and recovery.

   - Identify and prioritize critical systems for restoration and confirm the nature of data housed on impacted systems.
   - Prioritize restoration and recovery based on a predefined critical asset list that includes information systems critical for health and safety, revenue generation, or other critical services, as well as systems they depend on.
   - Keep track of systems and devices that are not perceived to be impacted so they can be deprioritized for restoration and recovery. This enables the organization

to get back to business in a more efficient manner.

4. Confer with the team to develop and document an initial understanding of what has occurred based on initial analysis.

5. Using the contact information below, engage internal and external teams and stakeholders with an understanding of what they can provide to help mitigate, respond to, and recover from the incident.

   - Share the information on hand to receive the most timely and relevant assistance. Keep the leadership team and senior managers informed via regular updates as the situation develops. Relevant stakeholders may include the IT department, managed security service providers, the cyber insurance company, and departmental or elected leaders.
   - Consider requesting assistance from CISA; MS-ISAC; and local, state, or federal law enforcement (e.g., Federal Bureau of Investigation [FBI] and U.S. Secret Service [USSS]).
   - As appropriate, coordinate with communications and public relations personnel to ensure that accurate information is shared internally with the organization and externally with the public.
   - The Public Power Cyber Incident Response Playbook (https://www.publicpower.org/system/files/documents/Public-Power-Cyber-Incident-Response-Playbook.pdf) contains guidance for organizational communication procedures as well as templates for cyber incident holding statements for public consumption. Work with the team to develop similar procedures and draft holding statements as soon as possible, as developing this documentation during an incident is not optimal. This will allow the organization to reach consensus, in advance, on what level of detail is appropriate to share within the organization and with the public, and how information will flow.

Ransomware Containment and Eradication

If no initial mitigation actions appear possible:

1. Take a system image and memory capture of a sample of affected devices (e.g., workstations and servers). Additionally, collect any relevant logs as well as samples of any "precursor" malware binaries and associated observables or indicators of compromise (e.g., suspected command and control IP addresses, suspicious registry entries, or other relevant files detected).

   - Take care to preserve evidence that is highly volatile in nature—or limited in retention—to prevent loss or tampering (e.g., system memory, Windows Security logs, data in firewall log buffers).

2. Consult federal law enforcement regarding possible decryptors available, as security researchers have already broken the encryption algorithms for some ransomware variants.

To continue taking steps to contain and mitigate the incident:

1. Research the trusted guidance (i.e., published by sources such as government, MS-ISAC, reputable security vendor) for the particular ransomware variant and follow any additional recommended steps to identify and contain systems or networks that are confirmed to be impacted.
    - Kill or disable the execution of known ransomware binaries; this will minimize damage and impact to systems. Delete other known, associated registry values and files.

2. Identify the systems and accounts involved in the initial breach. These can include email accounts.

3. Based on the breach or compromise details determined above, contain any associated systems that may be used for further or continued unauthorized access. Breaches often involve mass credential exfiltration. Securing the network and other information sources from continued credential-based unauthorized access may require the following actions:

    - Disabling virtual private networks, remote access servers, single sign-on resources, and cloud-based or other public facing assets.

4. If server-side data is being encrypted by an infected workstation, quick-identification steps are to:

    - Review Computer Management > Sessions and Open Files lists on associated servers to determine the user or system accessing those files.
    - Review file properties of encrypted files or ransom notes to identify specific users that may be associated with file ownership.
    - Review the TerminalServices-RemoteConnectionManager event log to check for successful RDP network connections.
    - Review the Windows Security log, SMB event logs, and any related logs that may identify significant authentication or access events.

5. Run Wireshark on the impacted server with a filter to identify IP addresses involved in actively writing or renaming files (e.g., "smb2.filename contains cryptxxx").

6. Conduct an examination of existing organizational detection or prevention systems (e.g., antivirus, Endpoint Detection & Response, IDS, Intrusion Prevention System) and logs. Doing so can highlight evidence of additional systems or malware involved in earlier stages of the attack.
    - Look for evidence of precursor "dropper" malware. A ransomware event may be evidence of a previous, unresolved network compromise. Many ransomware infections are the result of existing malware infections such as TrickBot, Dridex, or Emotet.
    - Operators of these advanced malware variants will often sell access to a network. Malicious actors will sometimes use this access to exfiltrate data and then threaten to release the data publicly before ransoming the network in an attempt to further extort the victim and pressure them into paying.
    - Malicious actors often drop manually deployed ransomware variants on a network to obfuscate their post-compromise activity. Care must be taken to identify such dropper malware before rebuilding from backups to prevent continuing compromise.

7. Conduct extended analysis to identify outside-in and inside-out persistence mechanisms.
    - Outside-in persistence may include authenticated access to external systems via rogue accounts, backdoors on perimeter systems, exploitation of external vulnerabilities, etc.
    - Inside-out persistence may include malware implants on the internal network or a variety of living-off-the-land style modifications (e.g., use of commercial penetration testing tools like Cobalt Strike; use of PsTools suite, including PsExec, to remotely install and control malware and gather information regarding—or perform remote management of—Windows systems; use of PowerShell scripts). Identification may involve deployment of endpoint detection and response solutions, audits of local and domain accounts, examination of data found in centralized logging systems, or deeper forensic analysis of specific systems once movement within the environment has been mapped out.

8. Rebuild systems based on a prioritization of critical services (e.g., health and safety or revenue generating services), using pre-configured standard images, if possible.

9. Once the environment has been fully cleaned and rebuilt (including any associated impacted accounts and the removal or remediation of malicious persistence mechanisms), issue password resets for all affected systems and address any associated vulnerabilities and gaps in security or visibility. This can include applying patches, upgrading software, and taking other security precautions not previously taken.

10. Based on established criteria, which may include taking the steps above or seeking outside assistance, the designated IT or IT security authority declares the ransomware incident over.

6.2 Ransomware Recovery and Post-Incident Activity

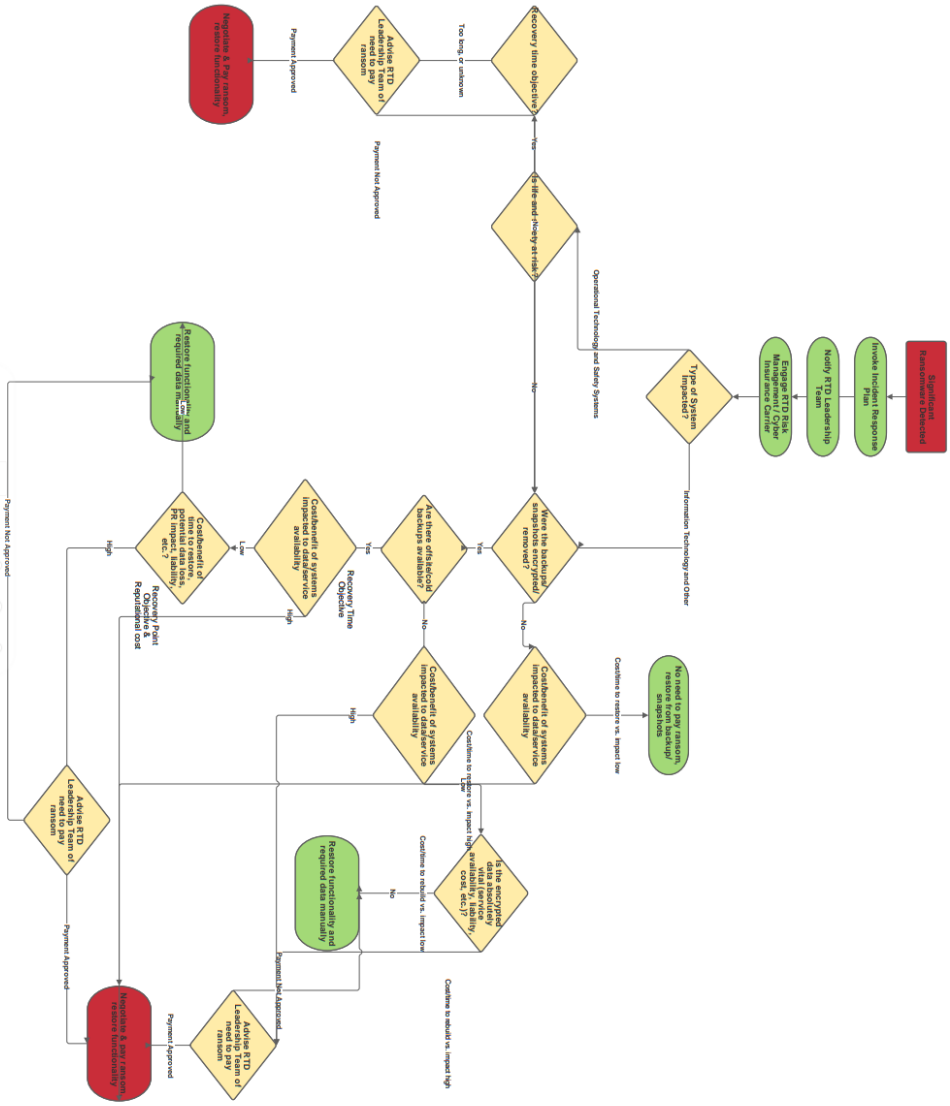
1. Reconnect systems and restore data from offline, encrypted backups based on a prioritization of critical services.
    - Take care not to re-infect clean systems during recovery. For example, if a new Virtual Local Area Network has been created for recovery purposes, ensure only clean systems are added to it.

2. Document lessons learned from the incident and associated response activities to inform updates to—and refine—organizational policies, plans, and procedures, and guide future exercises of the same.

3. Consider sharing lessons learned and relevant indicators of compromise with CISA or the sector ISAC/ISAO for further sharing and to benefit others within the community.

RTD Emergency Operations Plan

6.3 Decision Model: To Pay or Not to Pay the Ransom


Start/Point Ransomware Detected
Invoke Incident Response Plan
Notify RTD Leadership Team
Engage RTD Risk Management Cyber Insurance Carrier
Type of System Impacted?
Information Technology and Other
Operational Technology and Safety Systems
Is life and /Hoerly at risk?
Were the backups/ snapshots encrypted/ removed?
Are there offs line/old backups available?
Cost/benefit of systems impacted to data/service availability
Cost/benefit of potential data loss, PR impact, liability, etc.)
Restore functionality and required data manually
Recovery Time Objective
Recovery Point Objective
Reputational cost
Cost/benefit of systems impacted to data/service availability
Cost/benefit of systems impacted to data/service availability
No need to pay ransom, restore through snapshots
Cost/time to restore vs. impact low
Cost/time to restore vs. impact high
Is the encrypted data absolutely critical for recovery (availability, liability, cost, etc.)?
Restore functionality and required data manually
Cost/time to rebuild vs. impact low
Cost/time to rebuild vs. impact high
Advise RTD Leadership Team of need to pay ransom
Negotiate & Pay ransom, restore functionality
Payment Approved
Payment Not Approved
Too long, or unknown
Yes
No
High
Low
Negotiate & Pay ransom, restore functionality
Advise RTD Leadership Team of need to pay ransom
Payment Approved
Payment Not Approved

RTD Emergency Operations Plan

Annex L: Hazardous Materials Annex

Purpose

The purpose of the Hazardous Materials (Hazmat) Annex is to identify those planning considerations specific to hazardous materials both at RTD Facilities and in the broader service area. Hazardous materials are defined by the NFPA 400, Hazardous Materials Code as:

> *A chemical or substance that is classified as a physical hazard material or a health hazard material, whether the chemical or substance is in usable or waste condition.*

Where physical and health hazards can be any of the classifications (Table 1):

Table 1. Physical and Health Hazards

Physical Hazard	Health Hazard
Explosive Flammable cryogen Flammable gas Flammable solid Ignitable (flammable or combustible) liquid Organic peroxide Oxidizer Oxidizing cryogen Pyrophoric Unstable (reactive) Water-reactive material	Toxic Highly toxic Corrosive material

Source: NFPA 400, Hazardous Materials Code

Situation Overview

RTD uses/stores Hazmat in nine facilities, which are all accounted for in the annual Tier II Emergency and Hazardous Chemical Inventory submitted in whole or part to the State Emergency Response Commission, Denver County LEPC, Arapahoe County LEPC, Boulder County LEPC, Denver Fire Department, Aurora Fire Rescue Department, Englewood Fire Area Control District, and Boulder Fire-Rescue Department. Denver Fire Department also requires additional hazmat reporting for permitting purposes.

Additionally Hazmat is transported through Denver along designated Hazardous Materials Routes (entire portion contained in service area unless otherwise noted): I-25, I-70 from 270 East to Kansas, I-70 from I-25 West to US 6 (East of Loveland Pass), I-225, I-76, I-270, US 36 from I-25 to CO 157, US 285 from CO 470 to CO 112, US 85, CO 52, CO 470 from I-70 to I-25 (Southwest), CO 157 from US 36 to CO 119, CO 119 from CO 157 to CO 25, CO 52, and I-70 with a radioactive restriction (Type 7) from I-25 to CO 2 (Figure 1).

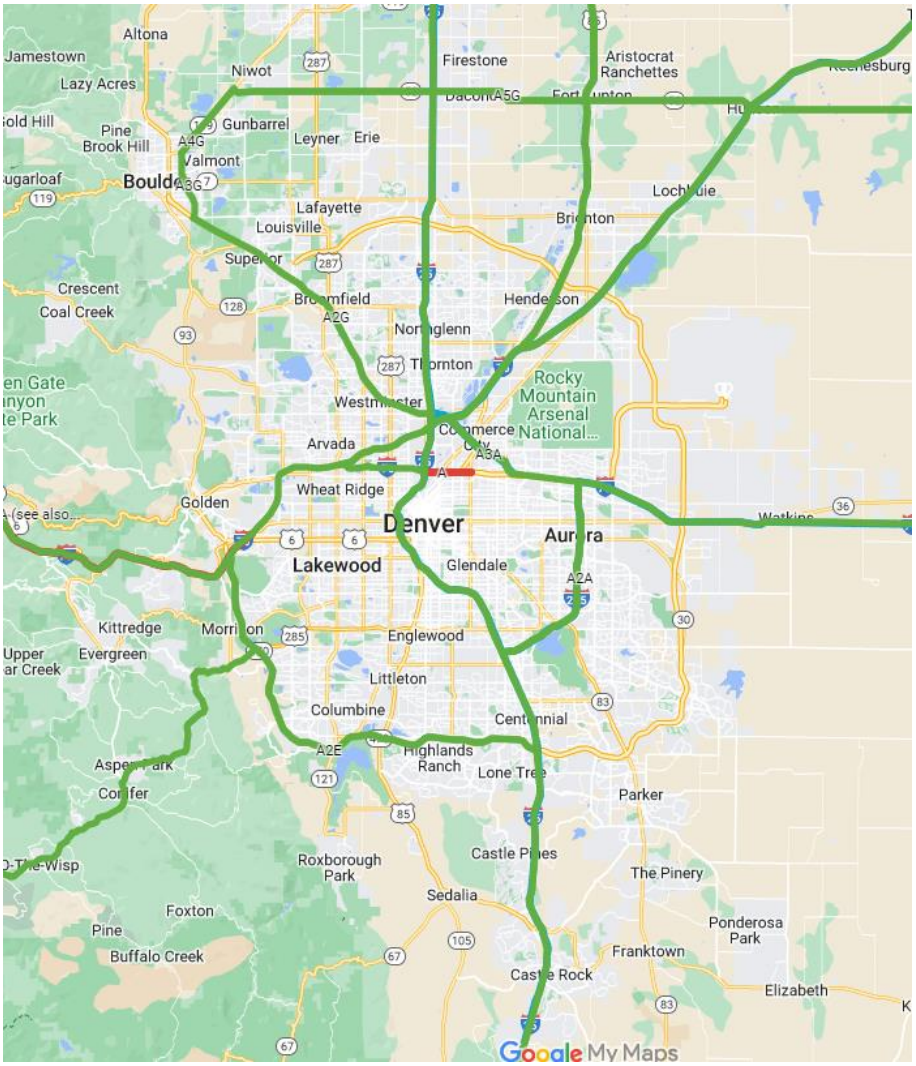


Figure 1 Designated Hazardous Materials Routes in RTD Service Area

Further, Light and Commuter Rail run within 100m of Freight Rail Alignments for about 42.51% of the system (Figure 2). Freight Rail in the service area is predominantly operated by Burlington North Santa Fe Railroad (BNSF) and Union Pacific Railroad (UPRR). Freight cargo can include coal, mixed-freight, and hazardous materials at any time.

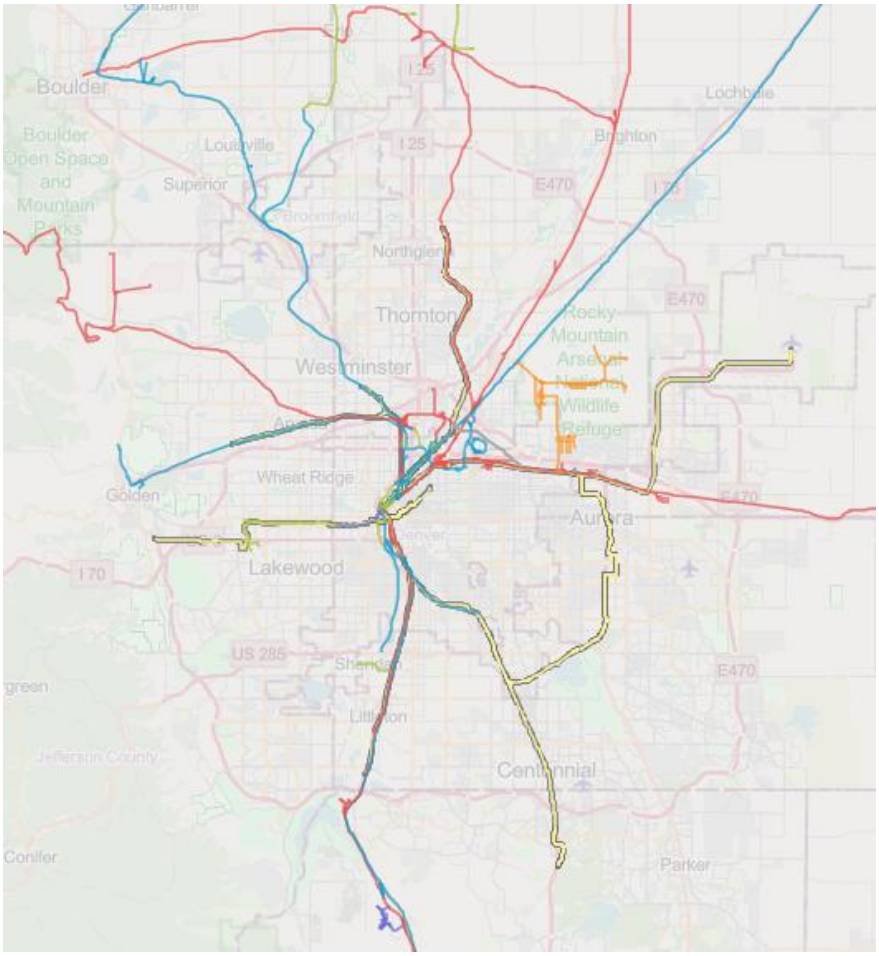


Figure 2 RTD Rail Alignments (Yellow on Black) overlayed on a map of Freight Railroads in the RTD Service Area. Red- Union Pacific, Blue-BNSF, Green, Orange, Purple-Others

Geographic Risk

RTD uses/stores Hazardous Materials at the following facilities (Table 2).

Table 2. RTD Facilities storing Hazardous Materials

Facility Name	**Facility Address**	**Operations Housed**	**Types of Hazards presented by Stored Chemicals**
RTD Blake St Admin Offices	1660 Blake St Denver, CO 80202	Executive Office, Finance, Safety, HR, Planning, Operations, Administration	Simple Asphyxiant
RTD Boulder Operating Facility	1707 Exposition Dr Boulder, CO 80301	Bus Operations	Flammable Oxidizer Gas Under Pressure Corrosive to metal Skin Corrosion or irritation Serious Eye damage or eye irritation Respiratory or Skin Sensitization

			Carcinogenicity Simple Asphyxiant
RTD Civic Center Station	1550 Broadway Denver, CO 80202	Bus Operations, Customer Care	Flammable Simple Asphyxiant
RTD District Shops Maintenance Facility	1900 31st St Denver, CO 80216	Bus Operations, IT, Finance, Facilities, RTD PD	Flammable Gas Under Pressure Corrosive to metal Acute Toxicity Skin Corrosion or irritation Serious Eye damage or eye irritation Respiratory or Skin Sensitization Carcinogenicity Simple Asphyxiant
RTD East Metro Operating Facility	14100 East Colfax Ave Aurora, CO 80011	Bus Operations	Flammable Corrosive to Metal Gas Under Pressure Skin Corrosion or irritation Serious eye damage or eye irritation Simple Asphyxiant
RTD Elati Light Rail Maintenance Facility	2701 South Elati St Englewood, CO 80110	Light Rail Operations	Flammable Oxidizer Corrosive to Metal Gas Under Pressure Skin Corrosion or irritation Serious eye damage or eye irritation Carcinogenicity Simple Asphyxiant Hazard not otherwise classified
RTD Mariposa Light Rail Maintenance Facility	655 Mariposa St Denver, CO 80204	Light Rail Operations	Flammable Corrosive to Metal Gas under pressure Skin corrosion or irritation Serious eye damage or eye irritation Respiratory or skin sensitization Carcinogenicity Simple Asphyxiant Hazard not otherwise classified
RTD Platte Operating Facility	3333 Ringsby Ct Denver, CO 80216	Bus Operations	Flammable Oxidizer Corrosive to metal Gas under pressure Skin Corrosion or irritation Serious eye damage or eye irritation

			Respiratory or skin sensitization Carcinogenicity Simple asphyxiant Hazard not otherwise classified
RTD Rio Court Light Rail Facility	1350 Rio Court Denver, CO 80204	Light Rail Operations	Flammable Oxidizer Corrosive to Metal Gas under pressure Skin corrosion or irritation Serious eye damage or eye irritation Carcinogenicity Simple Asphyxiant Hazard not otherwise classified
RTD 711 Building	711 W 31st Ave Denver, CO 80202	NMRL Operations, Treasury, Customer Care	None at reportable quantity as of 2022 Tier II submission, composition is similar to Blake St
RTD Steele St Building	8215 Steele St Denver, CO 80216	Commuter Rail	None at reportable quantity as of 2022 Tier II submission, composition is similar to Rio Court

Bus operates the following routes on designated hazardous materials routes (Table 3)

Table 3. Bus routes on Designated Hazardous Materials Routes

I-25	120X 104L Pull in and Pull out
I-70	Pull in and Pull out
I-76	Pull in and Pull out
I-225	AT Pull in and Pull out
I-270	FF5 Pull in and Pull out
US 85	RX Pull in and Pull out
US 36	FF AB LD Pull in and Pull out
US 285	CV Pull in and Pull out
CO 119	BOLT Pull in and Pull out
CO 157	Pull in and Pull out
CO 470	Pull in and Pull out

Rail Operations have several lines which travel within 100 m of freight rail alignments. These are described in Table 4.

Table 4. Rail Alignments within 100 m of Freight Rail

Corridor	Total Length (km) within 100m of active freight (approximate)	Portions within 100m of Freight
Light Rail		
Central	4.65	Junction to I-25 & Broadway
Southwest	15.9	Entire Corridor
Central Platte Valley Spur	2.90	All
Southeast	3.59	I-25 & Broadway Station until intersection with S University Blvd and Colorado Boulevard until E Evans Intersection
West	None	Though rails are present, they are abandoned
I-225	.54	At Peoria Station
Commuter Rail		
N		E 70th Ave Bend to Northern Terminus
A	18.00	Entire Corridor
B	8.51	Entire Corridor
G	16.49	Entire Alignment except where parallel to Pecos St

Potential Impacts

Hazardous materials spills can vary widely in severity and their impacts. Physical and health impacts as outlined above are potential risks as well as:

- Property damage
- Service Disruption or detours
- Regulatory non-compliance
- Financial cost to remediate
- Investigation to identify cause or impacts can cause long-lasting disruption
- Reputation damage
- Injury or loss of life to RTD employees or customers

Mitigations in Place

All hazardous materials stored in RTD facilities are properly labeled and stored in appropriate size, material, and quantity according to their state (gas, liquid or solid), concentration, and application.

RTD facilities with petroleum products also have leak detection equipment and secondary containment to identify and prevent spills. Regular monitoring is conducted by RTD Personnel and a third-party contractor, including inspections, maintenance, and regulatory compliance.

All RTD staff responsible for handling of hazardous materials are trained on their safe handling instructions and have Safety Data Sheets available in any workspace that has hazardous materials. These are also communicated with local first response partners to ensure they are able to respond safely to facilities storing hazardous materials. Fire Department partners have also been familiarized with all RTD Facilities.

RTD has Contracted CG Environmental and Belfor Environmental to do asbestos, mold, flooding, lead-based paint, groundwater and soil contamination, and fire damage remediation, as well as waste disposal to prevent exposure hazards at RTD facilities.

RTD vehicles have ventilation systems in place to protect operators and customers. Buses, including paratransit buses, have recirculating ventilation systems which can prevent air from the outside of the bus from entering into the space when all doors and windows are closed. On light and commuter rail vehicles, operators are able to turn off HVAC systems to prevent external air from entering the internal operator and customer area when doors are closed.

Planning Assumptions

- Hazardous materials are stored and transported throughout the Service Area and events impacting RTD may not originate at RTD facilities or vehicles
- Wind and other weather conditions can increase the area impacted by a hazardous materials incident and may be unpredictable
- Impacts of Hazardous Materials incidents may have long-lasting response/recovery efforts to address the event's impacts, including the mitigation of environmental impacts, especially to affected waterways

Concept of Operations

Detection/Monitoring

Hazardous materials incidents are the responsibility of the originating agency to report to authorities. Air quality monitoring may be an early detection point for hazardous materials releases not sufficiently reported. This information will be disseminated by local response/public safety agencies.

RTD facilities with petroleum products have leak detection equipment and secondary containment to identify and prevent spills. Regular monitoring is conducted by RTD Personnel and a third-party contractor, including inspections, maintenance, and regulatory compliance.

Safety & Environmental staff perform regular inspections to identify any potential hazmat hazards, among other factors.

Safety and Environmental create and disseminate training for frontline staff to identify improper hazmat handling with reporting tools made available to encourage efficient identification of any risky behaviors and storage methods. Industrial spill response training and other training is available on HR management platforms, currently under the name of "Safety Skillz (implemented in 2023)."

RTD Emergency Operations Plan

Response Considerations

If necessary for RTD personnel to enter an area contaminated with Hazardous Materials, they must don the appropriate level of PPE. If the chemical identity is unknown or has mixed with secondary chemicals, Level A PPE is required. In this case, do not approach the spill and advise first responders upon their arrival.

First Responders and Environmental Professionals will primarily be responsible for response and notification of when it is safe to return to an affected area.

For hazardous materials incidents originating at an RTD facility, the primary point of contact within RTD will be Bus dispatch, 303-299-3000, and Light Rail Control at 303-299-3480, with secondary contacts being RTD's Environmental Compliance Manager and Environmental Specialists. If the spill is larger or more hazardous/unsafe than what RTD is adequately able to address independently, they will then contact one of two hazardous materials clean-up contractors, CG Environmental or Belfor Environmental as of 2023.

Facility specific plans have been developed for six facilities containing the majority of the agency's hazmat: Boulder, District Shops, East Metro, Elati, Mariposa and Platte (Format name 2023 RTD ICP *Facility Name*). These are available on The Hub, the agency's intranet, and should be reviewed by all individuals responsible for response operations taking place at an RTD facility.

Recovery Considerations

RTD Facilities impacted by a hazardous materials incident may not be accessible for days or weeks following the incident. In this case, affected staff members located at that facility will report to the alternate facility identified in the Continuity of Operations Plan.

Roles and Responsibilities

Facilities

- Secondary responsibility to maintain spill kits, including procurement of spill kits
- Safely handle and store hazardous materials, in consultation with Safety and Environmental
- Provide RTD Incident Command for the initial response and liaise directly with first responders

Operations

- Safely handle and store hazardous materials, in consultation with Safety and Environmental
- Notify operators in affected areas or reporting to a facility impacted by a hazardous materials incident
- Evacuate vehicles from impacted area
- Modify routes and provide detours as appropriate to continue service without travelling through any area impacted by a hazardous materials incident
- Secondary responsibility to provide safe hazardous materials handling training
- Assist with evacuation from affected areas according to resource availability

Safety and Environmental

Safety Group

- Inspect and work with operations staff to address any potential hazards at facilities

Environmental Group

- Complete and submit Tier II report to relevant agencies
- Maintain the Integrated Contingency Plans for locations storing hazardous materials at reportable quantities
- Primary responsibility to maintain Spill kits with especial emphasis on kits near water, including procurement of spill kits
- Primary responsibility to provide safe hazardous materials handling training, including industrial emergency response
- Maintain and update digital database of Safety Data Sheets
- Report Hazardous Materials incident to relevant regulatory agency
- Contact Hazmat Cleanup contractors if necessary

Contracting and Procurement

Contracting Group

- Review purchase requisitions for contracted first responders for hazardous materials

Materials Management Group

- Provision and distribution of personal protective equipment
- Procure and provide oversight to hazardous materials suppliers and transporters with Safety & Environmental Compliance Division

RTD Emergency Operations Plan

Annex M: Power Failure

Purpose

The purpose of the Power Failure Annex is to identify those planning considerations specific for the loss of power to any major RTD facility and the planning considerations to effectively manage these events.

Situation Overview

Xcel Energy is the only power supply company within the RTD service area and maintains all pre-RTD infrastructure related to power delivery. Occasionally, RTD will have power loss to one or more building, or to power substations serving the rail alignment during a power grid failure. In the past, there have been one to three major outages on average per year affecting the agency. These outages can range in duration from six to 36 hours.

Geographic Risk

As the entire service area is supplied with power from a single entity, no single location has an elevated geographic risk. However, power failures can be caused by severe weather such as extreme heat, extreme cold, snow, hail, or high winds. Power failures can also occur due to technological or human-caused events such as excavation or malicious actors.

Potential Impacts

Impacts of power failure can range in severity:

- Dependency on diesel generator power for facilities
- Impacts to maintenance and transportation caused by inoperable equipment, such as not being able to fuel, inoperable lifts, power charging for electric fleet
- Loss of power to access control systems
- Loss of traction power for rail system
- General loss of power to buildings (lights, computers, conveyances)
- Lack of power to life and safety systems
- Loss of Communication center (Bus, Light Rail, Commuter Rail, Transit Police, Customer Care), including train control systems like SCADA and LRV signaling system for light rail and Wabtec and WiMax for commuter rail
- Data center failure, Network failure, Security Camera system failure, Radio system failure

These impacts may culminate to trigger a system-wide service suspension. A decision to suspend service may only be made by the General Manager/CEO or their designee.

Mitigations in Place

Mitigations are currently taken at the operational level and are described below:

- Development of Business Continuity Plans and Continuity of Operations Plan across agency to identify back-up processes without power/IT services

Facilities

- Identify key locations that a generator is required and equip them with generators, including an uninterruptible power supply (UPS) for Communications Centers
- Maintain the generator switch gear in a state of readiness
- Maintain, inspect, and test all generators
- Generators are maintained in a state of readiness: Weekly operation and inspections
- Fuel levels are no less than ¾ of a tank
- Annual inspections are done by a third party in which a load test is performed
- Registered for Utility Notification Center of Colorado (811) notification system to alert to potential excavations around power utility supply

IT

- Back-ups of data taken on regular intervals, as appropriate for each system's requirements. This is stored locally and then synchronized to an off-site, cloud location to preserve data
- Third-party cloud services utilized where available, for instance Microsoft, AWS, Oracle Cloud
- Ensure operations critical IT infrastructure is supported by generator power and uninterrupted power supply where necessary
- Resiliency with critical systems to operate without on-premises IT infrastructure
- UPS available to facilitate functioning of Emergency Phones on Rail Platforms
- Local survivable mode enabled as failover for phone system in the event of loss of network or other power
- Business impact analysis to define restoration priorities for business and software systems, including prioritizing cybersecurity systems as high priority
- Development of disaster recovery plans
- Partitioned environments for systems like Radio and PIDS
- Future planning for off-site data centers, through the technology resiliency assessment

Rail Operations

- Power substations arranged in such a way to allow redundancy and diverse power grid placement
    - Light Rail substations being resilient to loss of one substation but not two directly adjacent, of 64 total traction power substations
    - Commuter Rail is powered by two substations and can be powered entirely by one when necessary
- Failsafe conditions installed on all rail infrastructure, this may be triggered by temporary risk factors which may not need to be mitigated

- UPS supplied to selected substations for control power, not traction power
- Most relay houses equipped with transfer switch to facilitate portable generator compatibility
- When trains lose power, they are able to coast to a stop.
    - When possible, LRV operators will stop at stations, outside of grade crossings, and as much as possible avoiding bridges and overpasses.
    - CRV operators will prioritize stopping the train at a platform, move customers from the affected car to an unaffected car in the same consist, move customers through the end door to a rescue train on the same track, and only if necessary will discharge passengers to the roadbed
- SCADA is supplied by UPS generator power
- Back-up OCC for commuter rail located at District Shops

Planning Assumptions

- When these events occur, the priority restoration of power is given to life-saving or supporting facilities. RTD may be secondary priority to restore depending upon the other facilities impacted
- When far-reaching power failures occur, temperature controls are likely to fail in residential settings and may result in warming/cooling centers being open. This may cause increased traffic on RTD revenue service vehicles
- Power restoration times are almost always estimates and are subject to change
- Generally, loss of power to servers does not necessarily mean a loss of historic data, the predicted data loss should be limited to the data that has not been backed-up at the time of the power outage, typically no more than 24 hours of loss. New data generated since the loss of power may not be stored
- Many elements of ensuring continuity from a power loss are included in the COOP. Where facilities, IT systems, or communication systems are impacted the COOP is the most up to date record of backup procedures. This includes prioritization of restoration from the agency-wide perspective

Concept of Operations

Detection/Monitoring

Power failures can be identified by RTD staff, systems, or through notification from Xcel Energy. Once a power failure has been identified, facilities staff will communicate with Xcel to gather restoration information.

Response Considerations

For those events which overwhelm the ability of normal operations to maintain safe operating conditions, the Emergency Operations Center will be activated to monitor and support operations. Upon activation, the EOC Manager will supply regular updates to the General Manager/CEO to support their situational awareness and decision making.

Suspension of Service is the final measure taken to address impacts related to power failure events. This decision is not taken lightly and must be made with adequate consideration to factors such as:

- Are communication centers able to operate and maintain contact with operators/conductors, including the use of hand-held radios? How long will charged batteries for radios be available?
- Can vehicles be kept in a safe operational condition?
- Is fuel available to keep generators and vehicles running? For how long?
- Predictability for customers-Eg. Agency must provide service during PM peak hours if AM peak hours service was conducted, ability to communicate to customers changes being made

Recovery Considerations

Service Restoration post-suspension will also be decided upon by the General Manager/CEO and will generally be communicated to the public in advance. This ideally would take place at the start of the next service day.

The impacts of a complete power outage event may take some time to fully address. This includes IT data and system restoration, inspections of equipment before clearing for use, and repair of damage to infrastructure if surge events occurred, inclusive of staff availability.

Roles and Responsibilities

Administration

Information Technology

- Maintain radio system in fallback, on hand-held radios, or otherwise as necessary
- Monitor network availability, especially for mission essential functions with network dependency
- Monitor phone systems for functionality, especially for communication centers
- Monitor and test recovery of technology systems once power is restored

Capital Programs

Facilities

- Notify power provider of the power outage and acquire estimated time of repairs to the system
- Ensure Communication Centers are powered and running
- Refuel the generators during outages
- Ensure key power supported systems are operating
- When power returns, check all building systems
- Repair or contract to repair electrical systems that may have sustained damage
- Open gates where they have failed closed as a result of power failure

Bus Operations

Street Operations

- Maintain communication with operators, contact public safety for support or dispatch RTD Street Supervisors to support operators with challenges as they arise
- Supplement staffing to accommodate increased demands from street operations staff
- Facilitate bus bridges for rail outages
- Support Facilities where possible

Vehicle Maintenance

- Cycle electric buses for pull-out if electric buses are available to safely run, with as low as a 20% charge

Light Rail Operations

Transportation

- Maintain communication with operators, contact public safety for support or dispatch RTD Field Supervisors to support operators with challenges as they arise
- Monitor the functioning of switches, track and OCS and dispatch Maintenance of Way crews to restore

Maintenance of Way

- Restore functioning of substations sequentially
- Repair damage from event or triggering weather hazard

Light Rail Vehicle Maintenance

- Tow vehicles which are impeding traffic away from intersections or crossings using the Shuttlewagon or other non-electric equipment

Commuter Rail

Transportation

- Maintain communication with engineers and conductors, contact public safety for support and dispatch RTD Field Supervisors to support engineers and conductors with challenges as they arise
- Coordinate with contractor OCC for information regarding damages and restoration information
- Monitor the functioning of switches, track and OCS and dispatch Maintenance of Way crews to restore

Maintenance of Way and Infrastructure

- Repair damage from event or triggering weather hazard

Commuter Rail Contract Services

- Communicate all events which impact contractor service to RTD Leadership Team

RTD Emergency Operations Plan

Annex N: Train Derailment Annex

Purpose

The purpose of the Train Derailment Annex is to identify those planning considerations specific to a train derailment either on or off RTD alignments and the planning considerations to effectively manage events.

Situation Overview

Rail infrastructure throughout Denver is owned and operated by RTD, DTP, and a number of commercial freight companies. Derailments are possible on any rail alignment and could impact RTD service delivery at rail crossings, on parallel alignments, or on RTD alignments.

Geographic Risk

Rail infrastructure in RTD's service area is shown in Figure 2.

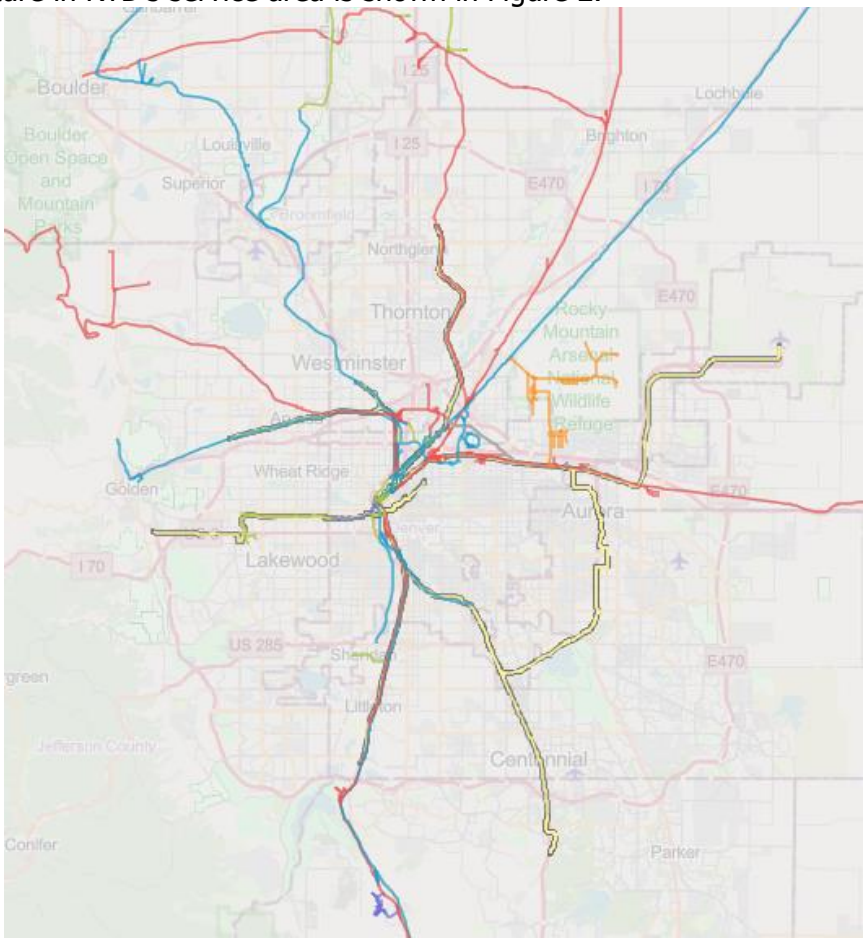


Figure 2 RTD Rail Alignments (Yellow on Black) overlayed on a map of Freight Railroads in the RTD Service Area. Red- Union Pacific, Blue-BNSF, Green, Orange, Purple-Others

Potential Impacts

Impacts of train derailment events can range in severity:

- Service Disruption or detours
- Property damage
- Investigation to identify cause or impacts can cause long-lasting disruption
- Damage to environmental resources at the site of derailment or downstream
- Reputation damage
- Injury or loss of life to RTD employees, contractors, or customers

Mitigations in Place

Mitigations are currently taken at the operational level and are described below:

Capital Programs

- Application of engineering design best practices, specification of materials, and construction oversight to create a quality product to ensure safe and reliable train operations.
- Track quality is correlated with the speed of allowed operations; in case of minor issues, reducing the speed of operation can be considered.

Facilities

- Maintenance of station infrastructure to prevent collision with oncoming rail vehicles

Light Rail Operations

- Application of sand from Rail Cars under slick conditions
- Automatic Train Stop, to stop the vehicle when train proceeds through a stop signal
- Seismic alarms to detect seismic activity which will then activate signals to stop trains, on Southwest corridor between Evans and Mineral stations
- Regular maintenance to rails, switches, and vehicles to ensure high levels of safety and reliability
- Set speed limits according to safe operating speeds, including a safety margin relative to the distance for placement of speed limits
- Operators trained to monitor track infrastructure for items such as obstructions, trespassers, broken rail, malfunctioning switches, and proper switch alignment
- Standard Operating Procedures for operation under inclement weather to ensure train safety

Commuter Rail Operations

- Positive Train Control system to avoid excessive speeds and prevent collision
- Automatic Train Control as a redundant system for Positive Train Control
- Regular maintenance to rails, switches, and vehicles to ensure high levels of safety and reliability
- Set speed limits according to safe operating speeds, including a safety margin relative to the distance for placement of speed limits

- Engineers trained to monitor track infrastructure for items such as obstructions, trespassers, broken rail, malfunctioning switches, and proper switch alignment using signals, aspects and indications
- Standard Operating Procedures for operation under inclement weather to ensure train safety
- Maintenance of Way and Infrastructure perform proactive heat inspections of track to ensure proper performance under extreme temperatures

Planning Assumptions

- Train derailments are no-notice events which cannot reliably be predicted, but may be more likely to occur during inclement weather
- Not all train derailments which affect RTD will be on RTD alignment or involving RTD vehicles. For these events, RTD will liaise with the primary rail service provider to gather timelines to restoration as well as resolve financial matters related to damages and service delay
- RTD will liaise with first responders but will take ownership of any event impacting RTD property once life-saving activities have concluded

Concept of Operations

Detection/Monitoring

Derailment events will be communicated by the Communication Center which has identified the impacts. At time of Emergency Management notification, a Situational Awareness Update will be sent to the RTD workforce at large.

Response Considerations

Due to regulation from FRA and FTA, derailment and rerailing procedures for RTD vehicles are maintained and reviewed regularly. An index of these policies/procedures is below:

Responsible Group	**Publication Title (s)**	**Document Storage Location & Review Timeline**
Light Rail	Light Rail SOP 105.7: Procedure for Rerailing	Policy Tech, Annual
Light Rail	Light Rail SOP 105.18: Operation of Rerailing Equipment	Policy Tech, Annual
Light Rail	Light Rail SOP 103.25: Recovery Vehicle Shuttle Wagon Operation	Policy Tech, Annual
Light Rail	Light Rail IWI 23-04: RTD Incident Command System (ICS)	Policy Tech, Annual
Commuter Rail	Procedure for Rerailing RTD_-CRO-MOWP-0006	Policy Tech, Annual
Commuter Rail	Atlas TrackMobile/Rescue Vehicle Procedure RTD_-CRO-MOWP-0006	Policy Tech, Annual

For those events which overwhelm the ability of normal operations to maintain safe operating conditions, the Emergency Operations Center will be activated to monitor and support

operations. Upon activation, the EOC Manager will supply regular updates to the General Manager/CEO to support their situational awareness and decision making.

Recovery Considerations

The impacts of a derailment event may take a long time to fully address. This includes accident investigation, rerailing, removal of debris, repair and inspection before restoration of service. These activities may need to be conducted iteratively.

Roles and Responsibilities

Administration

Safety and Environmental Compliance

- Report derailment event to relevant regulatory agency such as FRA, FTA and PUC
- Investigate the cause and changes required to the system to mitigate risk moving forward
- As requested, perform the duties of the safety officer during re-railing operations
- Develop corrective action plans in partnership with affected departments/divisions to safeguard against future occurrences of hazards/risks

Capital Programs

- Assess infrastructure damage and any steps needed to stabilize the area
- Develop options to repair and arrive at a preferred alternative
- Prepare engineering design, specifications, scope of work, and arrange for procurement of external contractors to do the repair
- Coordinate with Local Agency public works on logistics as applicable
- Oversee of construction work
- Arrange for integrated testing and participate in safety certification activities before service resumption
- Manage repair/reconstruction project activities

Bus Operations

Street Operations

- Use of available resources to provide an evacuation bus, a bus bridge, or respite if RTD rail service is impacted, may be dependent upon the nature of the event, which rail line is impacted, and proximity to a station, special difficulty may be encountered when a train is in between platforms or if a commuter rail train is impacted
- Effectively communicate changes in routes to maintain safe operating conditions despite rail event impacts
- Maintain communication with bus operators, contact public safety for support or dispatch RTD Bus Street Supervisors to support operators with challenges as they arise

Light Rail Operations

Transportation

- Maintain communication with operators, contact public safety for support and dispatch RTD Field Supervisors to establish/integrate with Incident Command
- Adjust service reactively around derailment impact site, and contact Bus Dispatch for necessary resources
- Monitor the functioning of switches, track and OCS and dispatch Maintenance of Way crews to restore
- Respond to requests for support and provide assistance with accident investigation or transportation of operator to an RTD Facility
- Provide incident command for duration of rerailing operation

Maintenance of Way

- Repair damaged infrastructure and perform safety inspection before resumption of service, including track, OCS, and bridges if within MOW capability
- Ensure safe electrical environment for re-rail operation

Light Rail Vehicle Maintenance

- Dispatch Light Rail Vehicle Maintenance Supervisor to scene as first Vehicle Maintenance resource to establish impacts of incident and required personnel and equipment to re-rail
- Rerail vehicle, assess vehicle operational safety, and recover to operating facility for repair
- Coordinate with outside contractors as needed to provide additional resources required for re-rail operation

Commuter Rail Operations

Transportation

- Maintain communication with operators, contact public safety for support and dispatch RTD Field Supervisors to establish/integrate with Incident Command
- Adjust service reactively around derailment impact site, and contact Bus Dispatch for necessary resources
- Monitor the functioning of switches, track and OCS and dispatch Maintenance of Way crews to restore
- Respond to requests for support and provide assistance with accident investigation or transportation of operator to an RTD Facility
- Coordinate with contractor vehicle maintenance crews for re-railing operation, if necessary

- Provide incident command for duration of rerailing operation

Maintenance of Way and Infrastructure (N-Line Only)

- Repair damaged infrastructure and perform safety inspection before resumption of service, including track, OCS, and bridges
- Ensure safe electrical environment for re-rail operation
- Depending upon severity (eg. one wheel of track or minimal distance of vehicle off-track), re-rail vehicle using in-house re-rail equipment
- Coordinate with outside contractors as needed to provide additional resources required for re-rail operation

Commuter Rail Contract Services

- Communicate all events which impact contractor service to RTD leadership

Denver Transit Partners Vehicle Maintenance

- Re-rail vehicles that have derailed along A, B, or G alignment
- Perform assessment of vehicle operational safety
- Repair vehicles which have sustained damage as a result of a derailment events, for all commuter rail alignments

Transit Police and Emergency Management

Patrol Division

- Provide scene control during rerailing operations

INDEX / TOPICS

A

ACCOUNTABILITY TO SUPERVISOR. . . . 19
ACKNOWLEDGEMENTS
Departmental Directives. 20
Policy manual. 16
Policy revisions. 16
ADMINISTRATIVE HEARINGS. 368
ADMINISTRATIVE INVESTIGATIONS
Criminal parallel. 495
OIS. 68
Surreptitious recording. 302
Vehicle damage. 424
ADMINISTRATIVE LEAVE. 495
Outside employment. 513
ADULT ABUSE. 117
Homeless persons. 325
Investigations. 376
AIRCRAFT
Accidents. 283
Ambulance. 344
Flying while armed. 84
Support. 290
Temporary flight restrictions. 169
ALCOHOL
Intoxicants. 159
Vehicle use. 421
AMMUNITION
Kinetic energy projectiles. 55
ANIMALS
Euthanize. 83
Injured. 83
Line-of-duty deaths. 544
APPOINTMENTS
Chief executive officer. 12
Community relations coordinator. 211
FTO program supervisor. 287
LEP coordinator. 189
Liaison to the homeless community. . . . 324
Operations director. 399, 404
Press Information Officer. 168
ARRESTS
Authority. 10
Citations. 270
Control devices. 51
Diplomatic immunity. 272
Domestic violence. 101
First amendment assemblies. 338
Handcuffs and restraints. 47, 48
Homeless persons. 325
Limited English proficiency (LEP). . . . 193
Mass. 336
Mental health. 267, 268
AUDIO/VIDEO RECORDING
Custodial interrogation. 375
OIS. 70
AUDITS
Criminal intelligence system. 295
Informant files. 386
Informant funds. 389
Personnel complaints. 490
Public safety video surveillance. 202
AUTHORITY. 10
Abuse of. 324
Ethics. 155
Policy Manual. 14
Use of Force. 45
AUTOMATED EXTERNAL DEFIBRILLATORS (AED). 345
AVL. 420

B

BADGE. 527
BADGES, PATCHES AND IDENTIFICATION
Administrative leave. 495
Prohibited use. 511
Uniforms. 519
BARRICADE INCIDENTS. 256
BATONS. 52
BICYCLES
Uniforms. 519
BIOLOGICAL SAMPLES. 197
BIOLOGICAL SAMPLES
Hazards. 284
BLOOD TESTS. 364
BODY ARMOR. 501
BOMBS. 261
Aircraft accidents. 284
BRIEFING
Operations. 407

C

CANINE
Request for Use. 90
CANINES

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Pursuits. 319
Uniforms. 519
CASH
Audit. 389
Informants. 387
Searches. 470
CHIEF EXECUTIVE OFFICER. 12
CHILD ABUSE
Definitions. 127
CHILDREN
Firearms. 81
Language assistance. 192
Safety. 102
CITATIONS. 270
Accountability. 370
Diplomatic immunity. 272
Evaluation criteria. 358
Juvenile. 371
MAV recording. 304
Traffic. 358, 370
CIVIL
Liability response. 70
Subpoenas. 172
CIVIL COMMITMENTS OR EMERGENCY ADMISSIONS
Homeless persons. 326
CIVIL DISPUTES. 340
CIVILIAN AND NONSWORN
Attire. 520
COMMAND PROTOCOL. 18
COMMAND STAFF
Policy review. 16
Use of force review. 44
COMMENDATIONS AND AWARDS. . . 503
COMMUNICABLE DISEASES. 483
COMMUNICATIONS CENTER
Foot pursuits. 322
Mandatory sharing. 175
COMMUNITY ADVISORY COMMITTEE. 214
COMPUTERS. 160
Digital evidence. 377
Protected information. 457
CONDUCT
Discriminatory harassment. 122
Meritorious. 504
OIS. 64
Personnel complaints. 487
Standards of conduct. 157
CONFIDENTIALITY
Adult abuse reports. 121
Communicable disease information. . . 485
Crisis intervention incidents. 332
Informants. 384
Personnel complaints. 490
Protected information. 456
Radio broadcasts. 308
CONFLICT OF INTEREST
Outside employment. 511
CONTACTS AND TEMPORARY DETENTIONS
Warrant service. 401
CONTROL DEVICES. 51
Decontamination. 483
Training. 277
CORRESPONDENCE. 29
COURT ORDERS
Civil disputes. 341
Domestic violence. 100
Foreign. 103
Juvenile informants. 384
Subpoenas. 171
Surreptitious recording. 302
CRIME ANALYSIS. 427
CRIME SCENE AND DISASTER INTEGRITY. 247
CRIMINAL INTELLIGENCE SYSTEMS. . 295
CRIMINAL ORGANIZATIONS. 295
CRISIS INTERVENTION INCIDENTS. . . 329
CRISIS RESPONSE UNIT
Operations. 408
CUSTODIAL INTERROGATIONS
Limited English proficiency. 194

D

DEATH
Mourning bands. 520
DEBRIEFING
Crisis intervention incidents. 331
Operations planning and deconfliction. . 409
DECONFLICTION. 406
DEFECTIVE VEHICLES. 417
DEFINITIONS
Terms used in policy manual. 14
DEPARTMENT/OFFICE PROPERTY. . . 411
Loss Or Damage. 412
DEPARTMENTAL DIRECTIVES. 20
DEPENDENT ADULTS
Safety. 102
DIPLOMATIC IMMUNITY. 273
DISCIPLINE. 154
Personnel complaints. 496
DISCLAIMER. 14
DISCRIMINATION
Limited English proficiency. 189

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

Personnel complaints. 490
DISPUTED CLAIMS. 442
DOMESTIC VIOLENCE. 100
DRIVING
MDT/MDC. 308
Safety. 158
DUI ENFORCEMENT. 363

E

ELECTRONIC CIGARETTES. 486
ELECTRONIC MAIL. 27
Personnel complaints. 489
EMERGENCY MANAGEMENT PLAN
MANUALS. 21
EMERGENCY OPERATIONS PLAN. . . . 21
EMPLOYEE CONVICTIONS. 481
ETHICS. 155
EVIDENCE
Bombs. 265
Digital. 377
MAV recordings. 304
Personnel complaints. 490, 493
Public Safety Video Surveillance. . . . 201
Seizing recordings. 311
EXPLOSIONS. 264
EXPOSURE CONTROL
HAZMAT. 253
Reporting HAZMAT exposure. 254
EYEWITNESS IDENTIFICATION. . . . 390

F

FIELD SOBRIETY TESTS. 363
FIELD TRAINING. 287
FIREARMS. 72
Civil commitments. 268
Conduct. 158
Destruction of animals. 462
Off-duty law enforcement actions. . . . 206
Vehicle maintenance. 423
Vehicle use. 421, 422
FIRST AMENDMENT ASSEMBLIES. . . 334
FLYING WHILE ARMED. 84
FOREIGN
Court orders. 103
Currency. 470
FOREIGN DIPLOMATIC AND CONSULAR
REPRESENTIVES. 272
FORMS
Outside employment. 510

G

GANGS
Employee affiliation. 155
GRIEVANCES
Supervisor authority. 14
GROOMING STANDARDS. 515

H

HANDCUFFING AND RESTRAINTS. . . . 46
HATE CRIMES. 150
HAZARDOUS MATERIAL (HAZMAT)
RESPONSE. 253
Aircraft accidents. 284
Precautions. 483
HIGH-VISIBILITY VESTS. 359
HOMELESS PERSONS. 324
HOSTAGE AND BARRICADE INCIDENTS
Notifications. 176

I

IDENTITY THEFT. 181
IMMUNIZATIONS. 484
IMPAIRED DRIVING. 363
INFORMANTS. 384
INFORMATION TECHNOLOGY USE. . . 160
INSPECTIONS
Control devices. 51
Firearms. 72
Personnel. 517
Rangemaster. 83
Technology use. 162
INVESTIGATION AND PROSECUTION. . 374

J

JURISDICTIION
OIS. 63
JURISDICTION
Aircraft accidents. 284
Authority. 10
Foreign court orders. 103
Identity theft. 181
Off-duty law enforcement actions. . . . 207
Registered offenders. 183

K

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

KEYS
Searches. 106
KINETIC ENERGY PROJECTILE. 53

L

LAW ENFORCEMENT AUTHORITY. . . 10
LIMITED ENGLISH PROFICIENCY. . . . 189

M

MAJOR INCIDENT NOTIFICATION. . . 176
MDT/MDC
Use. 420
Vehicles. 420
MEAL PERIODS AND BREAKS. 509
MEDIA
Aircraft accidents. 285
First amendment assemblies. 338
Major incidents. 176
OIS. 70
Operations plans. 409
Storage and integrity. 304
Warrant service. 403
MEDIA REQUEST. 168
MEDICAL
Adult involuntary detention. 120
Aircraft accidents. 283
Barricade situation. 257
Domestic violence. 102
HAZMAT exposure. 254
Homeless persons. 325
Releases. 344
Treatment for communicable disease exposure. 485
Treatment for OC spray. 53
Treatment for tear gas. 52
MINIMUM STAFFING. 30
MOBILE AUDIO/VIDEO (MAV)
OIS. 70
MOBILE AUDIO VIDEO (MAV). 300
MUTUAL AID
First amendment assemblies. 337
Interstate peace officer powers. 11
Warrant service. 402

N

NONSWORN
Crisis intervention incidents. 332
Investigation and prosecution. 375
NOTIFICATIONS
Aircraft accidents. 284
Animal bites. 461
Impaired driving. 365
OIS. 65
Post-OC application. 53

O

OATH OF OFFICE. 13
OC SPRAY
Decontamination. 47
OFF-DUTY LAW ENFORCEMENT ACTIONS. 206
OFFICER-INVOLVED SHOOTING (OIS). . 63
MAV retrieval. 302
Notifications. 176
OFFICER SAFETY
Civil commitments. 267
Crime scene and disaster integrity. . 247, 247
Crisis intervention incidents. 330
Domestic violence. 100
Firearm Confiscation. 64
Foot pursuits. 319
Handcuffing and restraints. 46
Informants. 385
MAV recordings. 302
Search and seizure. 106
Seat belts. 499
Warrant service. 399
OPERATIONS PLANNING AND DECONFLICTION. 404
OUTSIDE AGENCY ASSISTANCE. . . . 174
OUTSIDE EMPLOYMENT. 510
OVERTIME
Court. 173
Outside. 512

P

PARKING. 421
PATROL FUNCTION. 240
PEPPER PROJECTILES. 52
PERSONAL APPEARANCE. 515
PERSONAL PROPERTY. 411
Loss or damage. 412
PERSONAL PROTECTIVE EQUIPMENT. 425
PERSONNEL COMPLAINTS
Limited English proficiency. 194

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

PERSONNEL ORDERS. 29
PHOTOGRAPHS
Aircraft accidents. 285
First amendment assemblies. 335
Photo lineup. 391
PIO. 168
POLICE/SHERIFF CADETS. 523
Program Advisors. 523
POLICY MANUAL. 14
PRESS INFORMATION OFFICER. . . . 168
PRIVACY EXPECTATIONS
Administrative searches. 494
MDT/MDC. 307
PRIVATE PERSONS ARRESTS. 187
PROPERTY PROCEDURES. 435
Disputed Claims. 442
Packaging Of Property. 438
Property Handling. 436
Property Release. 440
PROTECTED INFORMATION. 456
PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITY. 310
PUBLIC RECORD REQUESTS. 450
PUBLIC SAFETY VIDEO SURVEILLANCE VIDEO RECORDING
Audio/Video. 199
PURSUITS
Foot. 319

R

RANGEMASTER
Firearms. 72
Inspections. 72, 76
RAPID RESPONSE AND DEPLOYMENT. 276
RECORDS BUREAU
Administrative hearings. 368
Impaired driving. 368
Suspicious activity reports. 328
RECORDS MAINTENANCE AND RELEASE 450
RECORDS RELEASE
Adult abuse. 121
Eyewitness identification policy. 394
Public safety video surveillance. 202
Subpoenas and discovery requests. . . . 453
RECORDS RETENTION
Email. 28
Operations plans. 407
REGISTERED OFFENDER INFORMATION 183
REPORTING CONVICTIONS. 481
Family Violence. 481, 481
RESPONSE TO CALLS. 86
RESTRICTED INFORMATION. 170
REVIEWS
Crisis intervention incidents. 332
Departmental directives. 20
Emergency operations plan. 22
Information technology. 162
LEP coordinator. 189
Policy manual. 16
Registrant compliance - annual. 183
Temporary information files - annual. . . 296
Use of force review board. 44

S

SAFETY
Canines. 420
Conduct. 158
Control devices. 55
Emergency assistance. 87
Emergency responses. 86
Firearms. 80
Hazardous material response. 253
Media. 168
Release of protected information. . . . 457
Shotguns. 73
Unlawful or conflicting orders. 153
SAFETY
Temporary flight restrictions. 169
SAFETY EQUIPMENT
First amendment assemblies. 336
Hazardous material response. 254
High-visibility vests. 359
Seat belts. 499
Unauthorized. 522
SEARCHES. 105
Administrative. 494
Crime scene. 247
Strip. 470
SEARCH WARRANT
Seized recording devices or media. . . . 312
SEARCH WARRANTS. 399
SMOKING AND TOBACCO USE. 486
SOCIAL MEDIA. 208
Media relations. 338
STANDARDS OF CONDUCT. 153
SUBPOENAS. 171
Records release and discovery requests. . 453
SUBPOENAS AND COURT APPEARANCES 171
SUCCESSION OF COMMAND. 18
SUPERVISION DEPLOYMENTS. 30
SUPERVISION STAFFING LEVELS. . . . 30
SUSPICIOUS ACTIVITY REPORTING. . 327

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department

T

TAKE-HOME VEHICLES. 422
TEAR GAS. 52
TECHNOLOGY USE. 160
TEMPORARY MODIFIED-DUTY ASSIGNMENTS
Outside employment. 513
TOLL ROADS. 424
TRAFFIC
Citations. 358, 370
TRAINING
Adult abuse. 121
AED. 345
Communicable disease. 485
Community relations. 215
Control devices. 55
Criminal organizations. 298
Crisis intervention incidents. 333
Custodial searches. 473
Emergency operations plan. 22
Firearms. 81
First amendment assemblies. 339
Hate or prejudice crimes. 152
Limited English proficiency. 195
MAV. 306
Operations planning and deconfliction. . 409
Protected information. 458
Public safety video surveillance. 202
Rapid response and deployment. 277
Social Media. 210
Warrant service. 403

U

UNIFORMS
Courtroom attire. 172
UNIFORMS AND CIVILIAN ATTIRE
Vehicle use. 424
UNITY OF COMMAND. 19
UNLAWFUL ASSEMBLY. 337
URINE TESTS. 365
USE OF FORCE
Review boards. 44
USE OF SOCIAL MEDIA. 208

V

VEHICLE MAINTENANCE. 417
VIDEO RECORDINGS
First amendment assemblies. 335

W

WARNINGS
Traffic. 358
WARRANT SERVICE. 399
WASHING OF VEHICLES. 418
WATCH COMMANDERS. 299

Copyright Lexipol, LLC 2026/01/21, All Rights Reserved.
Published with permission by Regional Transportation District Police Department